

# Human Services Special Needs Intern

<b>Division/Unit:</b> Human Services	<b>Supervisor:</b> Eli Fresquez
<b>Number of Interns Needed:</b> Variable	<b>Education Level:</b> Undergraduate/Graduate Degree (may be currently pursuing)
<p><b>Background:</b></p> <p>The NYC OEM's Human Services Unit coordinates disaster response, planning, training and preparation of NYC public agencies and nonprofit organizations to meet the needs of disaster-impacted New Yorkers. Human Services plans address emergency mass care services including mass feeding, sheltering (for both people and pets), donations and volunteer management, support for special needs populations, and housing recovery.</p> <p>NYC OEM's Human Services Unit is seeking special needs interns to assist in emergency planning and with ongoing efforts to help New Yorkers affected by disasters. The intern will support all Human Services activities related to planning, response and recovery. The intern will further projects helping people with special needs. The intern is also responsible for incorporating strategies to address issue related to special needs populations and their caregivers into emergency response plans.</p> <p>Other activities could include procedural documentation, supplementing emergency plans, partner cultivation and project management. The intern will gain a firm understanding of urban humanitarian operations, plan activation, support, and development, and facilitating partnerships with other organizations.</p>	
<p><b>Description of Projects/Intern Responsibilities:</b></p> <p><b>General planning support:</b> The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:</p> <ul style="list-style-type: none"> <li>• Actively participate in planning sessions and meetings</li> <li>• Draft emergency procedures with graphics and flowcharts</li> <li>• Track the completion of action items following meetings</li> <li>• Provide administrative and planning support during emergency operations</li> </ul> <p><b>Special Needs Partnership Development:</b> The Human Services Unit works with the special needs community to ensure they are prepared should a disaster strike. The intern will:</p> <ul style="list-style-type: none"> <li>• Facilitate inter-agency and organization communications</li> <li>• Assist in the execution of disaster plans as needed</li> <li>• Assist with the analysis of potential nonprofit partners' capabilities, services and interests</li> <li>• Update contact information for NYC OEM's Advanced Warning System</li> <li>• Help develop and assist OEM's Special Needs Advisory Group and Special Needs Interagency Task Force.</li> </ul> <p><b>Project Management:</b> The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:</p> <ul style="list-style-type: none"> <li>• Plan project strategy</li> <li>• Guide and track production of deliverables</li> <li>• Oversee project components and completion of project</li> </ul> <p>The intern will assist and support other team members as needed. The intern may also volunteer for or suggest additional Human Services projects.</p>	

**Requirements/Special Skills Needed:**

- Strong written and verbal communication skills
- Ability to work with a variety of personality types
- Highly computer literate and proficient with MS Office Applications
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Preference will be given to candidates with prior experience working with special needs populations, as well as demonstrated leadership abilities.

This is an unpaid internship. Additionally, there is no reimbursement for travel or other expenses.

All final candidates are required to pass a background check.

For additional information on NYC OEM, please go to [www.nyc.gov/oem](http://www.nyc.gov/oem)

To view additional OEM internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>

The OEM 2014 spring internship lasts until mid-May.

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Mail to: HR Coordinator  
NYC Office of Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201

**Only those applicants under consideration will be contacted.**