

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF SANITATION (DSNY)

DIVISION

Medical Division

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AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars and other types of equipment. The Department clears litter, snow and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Medical Division is an occupational healthcare facility comprised of medical and administrative staff, including board-certified physicians and surgeons, to monitor the medical condition of DSNY employees.

The Medical Division manages patient treatment resulting from work-related injuries. The LODI Billing Unit processes the medical bills associated with those injuries. The Employee Assistance Unit offers support services, such as counseling and outpatient referrals. The Supervised Sick Leave Unit monitors medical leave for DSNY employees in uniform service or skilled - trade titles. The Medical Division also administers pre-employment medical examinations of applicants seeking employment as Sanitation Workers and supports Citywide initiatives through the Drug and Alcohol Testing Unit. The Medical Records Unit manages the documentation needed to fulfill the divisions mission.

The Medical Division has also been in the forefront of DSNY's response to the COVID19 global pandemic.

POSITION TITLE (Max characters 100)

DSNY - Summer College Intern - Medical Undergraduate Interns (3)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will assist Nursing, Medical Records and Medical Division staff with duties related to pre-employment, medical records management, and regular healthcare facilities operations. This includes filing, faxing and mailing correspondence, answering phones, data entry, tagging, transport and tracking of charts.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

As of June 2022, the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year). Prefer student be a major in pre-med, nursing, anatomy/physiology, health information management, or related field. Knowledge of medical terminology or previous exposure to a health care setting is preferred.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to TMillines@dshny.nyc.gov

Only those applicants under consideration will be contacted.

If contacted for an interview, candidates must present enrollment verification statement from their school, attesting that they are enrolled in an accredited degree program, or be a recent graduate (Winter/Spring term of the Program year).

SALARY RANGE

Min \$15.00 to Max \$17.50 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on or after **TBD** and last between 10 and 13 weeks.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>