

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NEW YORK CITY DEPARTMENT FOR THE AGING

DIVISION

Bureau of Emergency Preparedness

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AGENCY DESCRIPTION (Max characters 3000)

The mission of the Department for the Aging (DFTA) is "to work for the empowerment, independence, dignity and quality of life of New York City's diverse older adults and for the support of their families through advocacy, education and the coordination and delivery of services."

As an agency of City government and an Area Agency on Aging under the federal Administration on Aging, DFTA receives federal, state and city funds to provide essential services for seniors. It channels these monies to community-based organizations that contract with the Department to provide needed programs locally throughout the five boroughs. Hot meals and activities at senior centers, home-delivered meals, case management, home care, transportation and legal services are among the services these programs provide. DFTA manages the contracts with these programs and ensures service quality.

DFTA also provides services directly through its Senior Employment Services Unit, Elderly Crime Victims Resource Center, Alzheimer's and Caregiver Resource Center, Foster Grandparent Program, Grandparent Resource Center, Health Insurance Information Counseling and Assistance Program, and Health Promotion Unit.

The Department's community presentations and other public outreach activities educate New Yorkers on aging issues and on City services and resources for seniors and their families. Through testimony at public hearings and legislative advocacy, DFTA serves as a major voice for the concerns of New York's seniors.

Currently DFTA is the lead agency for implementation of the 59 strategies for improving the City's livability for older persons that comprise [Age Friendly NYC](#), an initiative launched by Mayor Bloomberg, the City Council and the New York Academy of Medicine in August 2009. This blueprint to transform NYC builds on the World Health Organization's *Global Age-Friendly Cities* initiative and links New York to sister cities throughout the world working to promote the well-being of their growing older populations. The Department is proud to be in the forefront of this effort.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Emergency Preparedness composes templates to be shared with community partners to assist them in writing an emergency plan which takes into account many of the recommendations from various Citywide plans. It also helps our staff and community partners to plan, prepare, and test the emergency plans which have been put into place. The Bureau gives live emergency preparedness training to agency staff, community partners and older adults in various venues. Following an emergency, these integrated plans assure that citywide operations immediately provide critical services to older adults, as well as to persons with disabilities and access and functional needs. To incorporate timely developments, DFTA reviews publications and reports applicable to these groups.

POSITION TITLE (Max characters 100)

Summer Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Learn emergency preparedness information to assist in giving at minimum five presentations to community partners and staff.

Assist in review of community partner emergency preparedness plans including analyzing, writing up findings and making recommended improvements.

Assist in review and updating emergency plan for DFTA.

Track DFTA staff completion of Coastal Storm Plan training for Operators.

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

Must have at least one year of experience in aging, public administration, social services or community relations field.

Ability to multi-task and be detail oriented.

Be fluent in MS Excel and MS Word.

Ability to process information quickly to present emergency information to older adults at senior centers and neighborhood programs.

Person must be flexible and able to work with older adults. Person should be self-starter and a team player.

Possess flexibility for working hours in case of emergency event or weekend or evening presentation.

APPLICATION PROCESS (Max characters 700)

All applicants may apply by going to www.nyc.gov/careers/search and search for Job ID#236992

Please be sure to submit a resume and cover letter when applying indicating Bureau of Emergency Preparedness Internship.

Please do not email, mail or fax your resume to DFTA directly.

SALARY RANGE

\$14.00 Hourly

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)