

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NEW YORK CITY DEPARTMENT FOR THE AGING

## DIVISION

Research

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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 New York City Department for the Aging (DFTA) funds a broad range of services directed at helping elderly persons. DFTA's contracts include, but are not limited to, case management, personal care, housekeeping, chore services, home delivered meals, senior centers, transportation, and educational/recreational. DFTA's research activities have shaped services for seniors and influenced city, state, and federal public policies. DFTA has conducted original research on a broad range of issues including elder abuse, grandparenting issues, health, housing, senior services, long-term care and the urban elderly.

**POSITION TITLE (Max characters 100)**

Summer College Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

The Research Unit seeks a motivated, organized and detail-oriented individual with good quantitative skills to serve as the Research Intern (RI). The RI will work closely with the Unit’s Director and Research Analysts to help enter and analyze data, for both grant funded projects and projects funded through DFTA. The RI will benefit from hands-on experience with data collection, analysis, and presentation, as well as the opportunity to enhance research skills and gain an overall perspective on the day-to-day functions of New York City government. Duties include but are not limited to working with Research staff members to:

- assist in data entry;
- assist with data cleaning of large data sets;
- administrative responsibilities in the operation of a geriatric mental health programs.

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

Candidate must have high proficiency with Microsoft Office, including intermediate or advanced knowledge of Excel (formulas, pivot tables, etc). It would be helpful if the candidate had knowledge of SPSS and research methods. Candidate should also be responsible, flexible, and hardworking with excellent analytical skill, written, oral and interpersonal skills.

**APPLICATION PROCESS (Max characters 700 )**

All applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#236995

Please be sure to submit a resume and cover letter when applying indicating Research Undergraduate Internship.

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

**SALARY RANGE**

\$12.00 Hourly

- Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**