

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF HOMELESS SERVICES

Division of Family Services
33 Beaver Street
New York, New York 10004

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AGENCY DESCRIPTION

The mission of the Department of Homeless Services (DHS) is to prevent homelessness when possible and to provide short term, emergency shelter for individuals and families who have no other housing options available.

UNIT DESCRIPTION

Deputy Commissioner's Office for Family Services

POSITION TITLE

FAMILY SERVICES INTERN FOR CARES CASE REVIEW #1894

INTERNSHIP RESPONSIBILITIES

To assist us with ongoing monitoring of case management for certain identified clients. Shelter case managers use the CARES system to record case information for families at their shelter:

Thorough assessment to determine each family member's history and current circumstance with regard to mental health, medical, employment, income, etc. Bi-weekly service plans where milestones toward permanent housing are tracked, such as securing employments, saving income and seeking housing. Case notes to document any interaction with or about the family. The intern would assist special projects staff in reviewing CARES to determine if case management is being done as recommended and documenting findings.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Current enrollment in Undergrad/Grad program

APPLICATION PROCESS

For all applicants, please go to the NYC Careers website and search for Job ID # 148150

SALARY RANGE

Summer College Intern - \$284.50-\$433.50 weekly
Summer Graduate Intern - \$427.50-\$720.50 weekly

ADDITIONAL INFORMATION / COMMENTS

DHS 013 DC for Families Intern