

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/MEDICAL DIVISION

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears 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, and processing of medical bills associated with those injuries. The Employee Assistance Unit offers support services, such as counseling and out-patient referrals. The Supervised Sick Leave Unit monitors medical leave for DSNY employees in the 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.

POSITION TITLE (Max characters 100)

DSNY-024 - Medical (2)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will assist nurses and medical record staff with duties related to pre-employment and regular healthcare facility operations. This includes filing, faxing and mailing correspondence, answering phones, data entry, tagging, transport and tracking of charts, and special projects.

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

As of June 2016, the prospective intern must be a student matriculated in a college or be a recent college graduate majoring 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 summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-024-Medical Undergraduate Interns (2)