

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

DIVISION

Legal Affairs

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ADDRESS2 Bronx, NY

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AGENCY DESCRIPTION (Max characters 1200)

The New York City Department of Homeless Services is an agency comprised of 2,000 employees, with an annual operating budget of approximately \$1 billion, DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

Collaborating with other public agencies and nonprofit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness, and assist New Yorkers in transitioning from shelter into permanent housing. Furthermore, DHS remains committed to meeting its legal mandate to provide temporary emergency shelter to those experiencing homelessness in a safe and respectful environment.

UNIT DESCRIPTION (Max characters 300)

Legal Affairs- PATH

POSITION TITLE (Max characters 100)

Graduate Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) Division of Legal Affairs seeks 1 law school student (entering 2nd year and 3rd year of law school in Fall (2015) as a Summer Intern at the PATH Family Intake Center. Under the supervision of senior counsel, the selected candidate will conduct legal conferences for applicants who challenge ineligible determinations, and draft factual summaries or research memoranda in connection with legal intake issues. S/he will also assist with quality assurance audits to ensure compliance with applicable policies, procedures, and governing laws concerning the intake and eligibility process, and other family intake programs. In addition, s/he may assist in handling involuntary discharge hearings at the Agency level, employee disciplinary cases, Client Responsibility and other State Fair Hearings; under supervision, assist with external litigation, responses to subpoenas, FOIL and other information requests, and draft position statements in response to complaints filed with the Equal Employment Opportunity Commission, the State Division of Human Rights and the NYC Human Rights Commission.

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

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

APPLICATION PROCESS (Max characters 700)

Please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov>. Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/internship
