2019 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME
HRA/DSS

DIVISION
NYC Human Resources Administration-Office of Legal Affairs/Fair Hearing Administration

ADDRESS1  150 Greenwich St (4WTC), 38th Fl
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AGENCY DESCRIPTION (Max characters 3000)
The Department of Social Services (DSS-HRA-DHS) enhances the quality of life for all New Yorkers by providing temporary help to eligible individuals and families with social service and economic needs in order to assist them in leading independent lives. These goals are accomplished through the effective administration of a broad range of social welfare programs and services. DSS-HRA-DHS is comprised of the administrative units of the NYC Human Resources Administration (HRA) and the Department of Homeless Services (DHS). DSS-HRA-DHS serves millions of New Yorkers through essential and diverse programs and services that include: temporary cash assistance, public health insurance, food stamps, home care for seniors and the disabled, child care, adult protective services, domestic violence, HIV/AIDS support services, child support enforcement, homelessness solutions, and affordable housing. Through integrated management for HRA and DHS, client services can be provided more seamlessly and effectively. The City leverages shared services functions across agencies, which results in better day-to-day management and building an integrated mission across agencies.

UNIT DESCRIPTION (Max characters 1000)
Fair Hearing Administration: This department is responsible for conferences, evidence packet prep and representing DSS-HRA-DHS at Fair Hearings. A Fair Hearing (FH) is an administrative process conducted by the New York State Office of Temporary and Disability Assistance (OTDA) through which an applicant/participant can appeal decisions made by DSS-HRA-DHS that affect his/her receipt of Cash Assistance, Medicaid, and Food Stamps.

POSITION TITLE (Max characters 100)
Fair Hearing Data Analyst Intern (Summer)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)
Must learn Fair Hearing process, work with and support the Data Management Team. Possess practical knowledge of SQL, Microsoft Office, Excel, Word, Access, VISIO, Outlook and PPT. Ability to work independently with large FH data for reports/charts, create and present instructional material for Management meetings. Have excellent verbal and written communication skills as well as critical/analytical thinking skills. Provide feedback to Manager/Program Head on data queries/outcomes, special projects and assist Administrative staff when needed. Ensure all assignments/reports are completed timely and accurately.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)
Graduate Candidate is preferred but we will consider an undergrad with appropriate computer and software skills. Additional skills as indicated above.
APPLICATION PROCESS (Max characters 700)

N/A

SALARY RANGE

-$15.00-$17.50 per hour; Graduate $15.93-$24.73 per hour

☒ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

We request to be notified if any interns are interested in employment with OLA/FHA.

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