

Intern Job Description
FE-ABD Outreach Intern (Unpaid)
NYC Human Resources Administration – Office of Citywide Health Insurance Access

The Human Resources Administration Office of Citywide Health Insurance Access's mission is to improve access to health insurance for all New Yorkers.

OCHIA works to connect New York City (NYC) residents and small business owners to coverage and care. We deliver outreach, education and training on public and private health insurance as well as conduct policy research and analysis to inform our efforts and help improve access to coverage for all New Yorkers. For 15 years, OCHIA has partnered with public and private organizations to make health insurance enrollment assistance available on-site at city offices and events in neighborhoods throughout the 5 boroughs. OCHIA serves all New Yorkers, with a special focus on persons least likely to have health insurance, including immigrants, freelancers, small business owners and workers, and young adults.

New York City has a new initiative to connect seniors and people living with a disability to health insurance coverage and financial assistance programs. The Facilitated Enrollment Initiative for the Aged, Blind, and Disabled helps New Yorkers enroll in Medicaid and programs to help pay for Medicare through the Human Resources Administration (HRA). People who are 65 and older and those who are living with a disability and/or blindness can get free in-person help at select Senior Centers and at other community-based sites. This program is funded by the New York State Department of Health.

If you enjoy talking with people and encouraging them to learn about opportunities to help better their circumstances, consider becoming an Outreach Intern.

Tasks:

- Help grow the FE-ABD Program through comprehensive outreach work
- Serve as a liaison to the general public
- Identify and meet with community and faith-based partners to develop outreach opportunities
- Identify and participate in community events to promote the program and interact with seniors
- Travel throughout assigned coverage areas in the boroughs of Manhattan, Queens, the Bronx and/or Brooklyn.

Requirements

- Have strong organizational and strategic planning skills, with the ability to fully execute outreach plans
- Be a self-starter
- Possess excellent written and interpersonal skills
- Ability to comprehend and clearly explain complex benefit information to community partners and older adults
- Be detail-oriented
- Comfortable working with individuals from the general public, as well as government and non-profit entities
- Willingness to work within assigned communities in Manhattan, Queens, the Bronx and/or Brooklyn.
- Working knowledge of Microsoft: Word, PowerPoint, Excel and Outlook

Skills Preferred

- Fluency in a second language is highly desired, but not required.
- Prior outreach experience is highly desired, but not required.

To Apply Please send cover letter, resume and a brief writing sample to pereyra-guzmanl@hra.nyc.gov .

Important: please put "FE-ABD Intern" in the email subject line. No phone calls, please.