

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NEW YORK CITY DEPARTMENT FOR THE AGING

DIVISION

Executive/Organization Development and Strategic Initiatives

ADDRESS1 2 Lafayette Street - Room 608

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AGENCY DESCRIPTION (Max characters 3000)

The mission of the Department for the Aging (DFTA) is "to work for the empowerment, independence, dignity and quality of life of New York City's diverse older adults and for the support of their families through advocacy, education and the coordination and delivery of services."

As an agency of City government and an Area Agency on Aging under the federal Administration on Aging, DFTA receives federal, state and city funds to provide essential services for seniors. It channels these monies to community-based organizations that contract with the Department to provide needed programs locally throughout the five boroughs. Hot meals and activities at senior centers, home-delivered meals, case management, home care, transportation and legal services are among the services these programs provide. DFTA manages the contracts with these programs and ensures service quality.

DFTA also provides services directly through its Senior Employment Services Unit, Elderly Crime Victims Resource Center, Alzheimer's and Caregiver Resource Center, Foster Grandparent Program, Grandparent Resource Center, Health Insurance Information Counseling and Assistance Program, and Health Promotion Unit.

The Department's community presentations and other public outreach activities educate New Yorkers on aging issues and on City services and resources for seniors and their families. Through testimony at public hearings and legislative advocacy, DFTA serves as a major voice for the concerns of New York's seniors.

Currently DFTA is the lead agency for implementation of the 59 strategies for improving the City's livability for older persons that comprise [Age Friendly NYC](#), an initiative launched by Mayor Bloomberg, the City Council and the New York Academy of Medicine in August 2009. This blueprint to transform NYC builds on the World Health Organization's *Global Age-Friendly Cities* initiative and links New York to sister cities throughout the world working to promote the well-being of their growing older populations. The Department is proud to be in the forefront of this effort.

UNIT DESCRIPTION (Max characters 1000)

The Center for Organization Development and Strategic Initiatives with the Executive Bureau is responsible for training DFTA staff and staff in DFTA-funded programs. In addition, the unit is responsible for organization development issues within DFTA as well as strategic initiatives in the area of furthering the knowledge and skills of DFTA staff to better achieve the Department's mission.

POSITION TITLE (Max characters 100)

Summer Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- To assist in researching and planning on the application procedure for approval as a Continuing Education Provider for NYS Licensed Social Workers through the NY State Education Department.
- Assist with annual project of updating the Training Database to verify data accuracy, changes and completeness.
- Assist with training class registration materials including: generating letters and producing certificates from the unit's database, creating folders and reproducing materials.
- Answer phones and provide appropriate information or direct calls to correct individuals.

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. Preference for graduate student in social work.
- Strong communication, analytical, and organizational skills.
- Must have computer skills such as data entry and be proficient in MS Office software (MS Excel and MS Word).

APPLICATION PROCESS (Max characters 700)

All applicants may apply by going to www.nyc.gov/careers/search and search for Job ID#236992

Please be sure to submit a resume and cover letter when applying indicating Executive/Organization Development & Strategic Initiatives Internship.

Please do not email, mail or fax your resume to DFTA directly.

SALARY RANGE

\$14.00 Hourly

- Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)