



# Aging Services Careers in Georgia

## State-Level Opportunities for Fall 2016 Interns

### **Applications for Fall 2016 will be accepted on a rotating schedule.**

Interviews, background checks, and equipment preparations require approximately four weeks of advance time. Factor in an additional two weeks if your university does not have an active Memorandum of Understanding with the Georgia Department of Human Services.

**Interns, explore aging careers this summer** with the [Georgia Department of Human Services, Division of Aging Services \(DAS\)](#). Selected candidates will participate in an unpaid DAS internship, learning about state-level aging administration through educational experiences and meaningful assignments involving issues research, consumer education, administration, and strategic planning. Examine trends in the aging and disability field, the structure of Georgia's statewide network, and ways for you to prepare for a future career.

◆ **Program Dates:** Flexible

◆ **Location:** 2 Peachtree Street, NW, Atlanta 30303 (*No Free Parking Available* • Accessible by MARTA)

◆ **Days/Times:** Participants may intern at DAS, Monday-Friday. Days and times are negotiable.

◆ **Requirements:** Strong writing and research skills, proficiency in Microsoft Word, familiarity with Excel

### **Application Requirements**

Submit the following materials to [CynthiaHaley.Dunn@dhs.ga.gov](mailto:CynthiaHaley.Dunn@dhs.ga.gov).

- A cover letter that answers the following questions:
  - Why are you interested in exploring aging-services careers?
  - What experiences have you had with older adults or people with disabilities?
  - What do you hope to learn or do as a participant in the program?
- A résumé
- A description of your academic department's (or instructor's) requirements for internships

*We recommend that you submit materials at least four weeks before your internship is to begin.* Selected applicants will be invited to interview with DAS on a competitive basis. Candidates chosen for internships will be required to complete a criminal background check (at DAS' expense).

### ◆ **Frequently Asked Questions** ◆

#### **Are hands-on volunteer assignments available?**

As Georgia's state unit on aging, DAS focuses on planning, training, and technical assistance. If you would like to intern in a direct-service capacity with older adults, we can recommend several fine organizations that could benefit from your help.

#### **Will participation help me to get a job at DAS?**

No, your participation in an internship or volunteer assignment does not obligate DAS to provide you with future employment, special consideration for employment, or information about available job opportunities. If your performance is excellent, however, we would be glad to provide a reference upon request.

#### **How can I get more information?** (See opportunities on page 2.)

Call or write: Cynthia Haley Dunn, Community Affairs Manager  
Georgia Department of Human Services, Division of Aging Services  
Phone: 404-657-1515 • Email: [CynthiaHaley.Dunn@dhs.ga.gov](mailto:CynthiaHaley.Dunn@dhs.ga.gov)

# **DHS Division of Aging Services - Fall 2016 Internships**

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## **Information Technology Services**

Requirements: High-basic to intermediate computer skills, including experience with PC setup, virus removal, and network printer installation

The DHS Division of Aging Services is seeking an IT intern to gain new skills and hands-on experience with information technology in a state-level setting. The intern will have an opportunity to learn about the Microsoft Office 365 suite, infrastructure setup, networking configuration, inventory management, profile setups, and basic knowledge that can be used toward obtaining A+ certification. Tasks include assisting with new-hire setups, network printer setups, inventory, and meeting attendance. The intern will use Dell latitude 5440 or Dell Optiplex 380, OS Windows 7, Office 365, Adobe Pro XI, and some in-house applications.

## **Program Opportunities**

Requirements: Paid or volunteer experience in aging and/or human services, strong organizational and writing skills, good judgment, keen attention to accuracy, analytical skills, basic proficiency with Microsoft Office

### **• Long-Term Care: Data Evaluation & Volunteer Management**

[Office of the State Long-Term Care Ombudsman](#)

The Georgia State Long-Term Care Ombudsman (LTCO) works to improve the quality of life for residents of long-term care facilities by training ombudsmen to listen to facility residents and help them resolve concerns. The state-office team seeks an intern to develop questionnaires and survey LTCO volunteers to assess the impact that volunteers have on local Ombudsman programs. The intern will also evaluate data and develop best practice recommendations to help local Ombudsman programs work with volunteers effectively.

### **• Case Management: Service Design, Training, and Monitoring**

[HCBS Case Management](#) – Livable Communities Section

The Livable Communities Section administers a range of home- and community-based services outlined in the Older Americans Act, including caregiver assistance, nutrition, wellness, in-home services, older worker support, housing, and more. The DAS Livable Communities Section seeks a summer intern to assist with the continued implementation of case management redesign (including developing service outcomes), help with developing and implementing provider training, and assist with monitoring case management services.

### **• Caregiver Support: Policy, Training, Monitoring**

[Caregiver Support](#) and [Kinship Care Programs](#) – Livable Communities Section

The Livable Communities Section seeks a summer intern to assist with caregiver support and kinship care services. The intern will assist with policy review and development (including service outcomes), help with the redesign of caregiver services, assist with the documentation of progress toward grant goals, conduct research on best practices in caregiver support and kinship care services, and assist with program monitoring.

### **• Older Worker Support: Policy, Training, Monitoring**

[Senior Community Service Employment Program](#) – Livable Communities Section

The Livable Communities Section seeks a summer intern to assist with the Senior Community Service Employment Program (SCSEP). The intern will assist with policy review and development, training of SCSEP providers, fiscal and program monitoring, and documenting progress toward SCSEP's four-year State Plan goals.