



Aging Services Careers in Georgia

State-Level Opportunities for Summer Interns

NEW DATE -- Application Deadline: March 24

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:** Ten-Week Full Session: May 15 – July 28 ▪ Six-Week Mini Session: June 12 – July 28

◆ **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 skills, research skills, proficiency in the use of Microsoft Word and Excel, good academic standing, demonstrated interest in issues involving older adults and people with disabilities

Application Requirements

Submit the following materials to CynthiaHaley.Dunn@dhs.ga.gov by 5:00 p.m., Fri., March. 24.

1. Cover Letter (*Answer the questions shown.*)
 - a. Why are you interested in exploring aging-services careers?
 - b. What experiences have you had with older adults or people with disabilities?
 - c. What do you hope to learn or do as a participant in the program?
2. Résumé
3. Description of your academic department's (or instructor's) requirements for internships
4. DHS Student Internship Application
5. DHS Consent for Release of Information
6. Optional: Writing Sample (optional) You may choose to submit 1-2 short academic or promotional-style writing samples to strengthen your application.

Top applicants will be invited to interview with DAS on a competitive basis. Candidates selected for program participation 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.

Where can I learn more about aging careers?

Explore our website at www.aging.ga.gov or visit the University of Georgia's "Careers in Aging" page at <https://www.publichealth.uga.edu/geron/careers>,

Division of Aging Services Flyer Attachment

2017 Summer Internship Projects

9 Available Opportunities

- GeorgiaCares Program Intern
- Livable Communities Interns (4)
Senior Hunger Initiatives, Caregiver Services, Kinship Care, Older-Worker Programs (SCSEP)
- Georgia Alzheimer's and Related Dementias State Plan Intern
- Long-Term Care Ombudsman Program Interns
- Georgia Council on Aging Interns (2)

Position Descriptions

■ GeorgiaCares Program Intern

What You Will Do:

Learn Medicare and help strengthen the GeorgiaCares partnership program by updating its database of collaborators. Tasks include contacting existing partners, identifying the contact person(s) for the organization, discussing how they collaborate with the program and how they would like to collaborate in the future, explaining the program services offered, sending and/or receiving new partnership agreements, creating a list of potential statewide community partners, developing partnership presentations, and reading Medicare training modules. GeorgiaCares is the State Health Insurance Assistance Program (SHIP) and Senior Medicare Patrol (SMP).

Desired Background and Skills:

Major in aging studies, gerontology, and/or social work; proficiency in MS Word, Excel and PowerPoint; good communication and interpersonal skills; the ability to follow-up and complete tasks

■ Livable Communities Interns

What You Will Do:

Assist aging specialists with services designed for caregivers, grandparents and other older relatives raising children (kinship care), and older workers. Tasks include the following:

■ **Senior Hunger Initiative Intern:** Assist with the analysis of data from a statewide listening session, the latest research, and workgroup reports to develop an outline for a state plan addressing senior hunger. Potentially help to plan the second Georgia Senior Hunger Summit.

■ **Caregiver Services Intern:** Participate in the redesign of caregiver services programs and assist with policy review. Help implement a grant to support caregivers of people with dementia.

■ **Kinship Care Services Intern:** Review program performance surveys. Help implement a foundation grant to support kinship caregivers.

■ **Senior Community Service Employment Program (SCSEP) Intern:** Assist with tracking state plan goals. Research best practices nationally to help the program reach performance goals.

Desired Background and Skills:

Major in Gerontology, Social Work, Public Health, Administration, or related fields; research experience; classes in grant writing and administration

■ Georgia Alzheimer's and Related Dementias State Plan Intern

What You Will Do:

Assist with the implementation of the Georgia Alzheimer's Disease & Related Dementias (GARD) State Plan. Tasks include supporting GARD related activities such as coordinating and documenting meetings; analyzing the service delivery of aging and disability services that target individuals living with dementia by surveying the Aging Network of Georgia and interviewing key stakeholders; and assisting with projects within GARD work groups (i.e., Workforce Development; Service Delivery; Outreach & Partnerships; Policy; Healthcare, Research, & Data Collection; and Public Safety).

Desired Background and Skills:

Graduate-level study in Gerontology, Public Policy, Public Health, Social Work (macro), or similar fields of study; proficiency in Microsoft Office and Google Drive; excellent oral, written, presentation, and interpersonal communication skills; passion for improving the lives of individuals living with dementia and their caregivers

■ Long-Term Care Ombudsman Program Interns

What You Will Do:

Help the Long-Term Care Ombudsman Program reach greater numbers of long-term care residents and advocate for their quality-of-life needs.

■ **Volunteer Programs Intern:** Assist with developing volunteer recruiting, ongoing training, and recognition activities.

■ **Legal Intern:** Review new or pending laws or develop a draft bill that would help recipients of long-term services and supports.

Desired Background and Skills:

Volunteer Programs Intern: Graduate-level standing in a social services program

Legal Intern: Law school

■ Georgia Council on Aging Interns

The Georgia Council on Aging is an independent affiliated organization. Two internships are available.

What You Will Do:

Tasks include the following:

- **Research:** Assist with research on proposed policy issues affecting Georgia's aging population including policy analysis, proposal development, and basic data gathering and analysis
- **Coalition Management:** Assist with membership growth strategies to increase membership and member engagement with Coalition of Advocates for Georgia's Elderly (CO-AGE), including democratic policy-setting process
- **Event Planning:** Assist with planning and hosting a large coalition meeting July 12-13 in Macon. (Interns will be expected to attend event).
- **Advocacy/Communications:** Assist with development of advocacy collateral materials, including gathering personal stories, creating infographics, and creating advocacy alerts.

Desired Background and Skills:

Sociology, political science, public administration, communications, social work; preference strongly given to interns who can commit to 20 hours per week for an eight-week period during summer.

Consent for Release of Information

DHS Policy #504

I hereby give my consent for a criminal history record check.

- I understand that this is a preliminary check for employment purposes and that all prior arrest information will be reported by the Georgia Crime Information Center (GCIC) to the Department of Human Services (DHS), Office of Human Resource Management and Development.
- I understand that information received from the criminal history record check may be used as a basis for removing me from consideration for employment or separation from employment.
- I understand that if I am offered employment with DHS, my fingerprints will be taken, and a more extensive background investigation will be completed.
- I understand that failure to disclose any prior convictions will be grounds for disqualification from further consideration or termination of employment with DHS.
- I understand that this consent is voluntary; however, I acknowledge that refusal to give this consent will remove me from further consideration for the position for which I applied.
- In addition to the Criminal History Background check, I give consent to a comprehensive background check, including but not limited to; education verification, IDS, and reference checks.
- I also acknowledge that providing false information or failure to disclose any information pertaining to my identity or criminal history may be a violation of O.C.G.A disclose § 16- 10- 20.

Full Name: (Last, First, Middle)			
Address: PO BOX or Street			
City, State, Zip Code			
Social Security Number			
Date of Birth:		Race:	Sex:
Place of Birth:		Height:	Eye Color:
		Weight:	

College/Universities	City and State	Major	Type of Degree	Graduation Date
Full Name on Degree				

Signature of Applicant/Employee:
Date:

Name of DHS Organizational Unit:	
Contact Person:	
Phone Number:	Email:

FOR OHRMD USE ONLY:

- No criminal history found through GCIC system check
- Criminal history found that prohibits hiring. (See attached.)
- Criminal history found that does not prohibit hiring. (See attached.)

Department of Human Services



INTERNSHIP APPLICATION

DHS accepts students for only UNPAID internship positions.

Please type this form and be sure to include it with your application packet.

Applicant Information

Date:		
Full Name (Last, First, Middle):		
Street Address:		Apt/Unit:
City:	State:	Zip:
Phone – Home:	Cell:	
Email Address:		
How did you hear about our Internship Program?		
I am currently an enrolled college student who will receive school credit or required work experience for an internship.		

Availability

Please check the semester/term you are available: Spring Summer Winter Other - explain:							
Check your general availability below:							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (Approx. 8:00-12:00)							
Afternoon (Approx. 1:00-5:00)							
Evening (Approx. 5:00-9:00)							

Areas of Interest

Please indicate the area(s) that interests you:		
Division of Aging Services (DAS)	Division of Child Support Services (DCSS)	Division of Family and Children Services (DFCS)
Facilities & Support (OFSS)	Financial Services (OFS)	General Counsel (OGC)
Human Resources (OHRMD)	Information Technology (OIT)	Inspector General's Office (OIG)
Legislative Affairs & Communication (OLAC)	Medical Director's Office	Procurement Contracts & Administration (OPCA)
Strategic Planning & Initiatives (OSPI)	Other (Explain):	

Experience/Skills

Current Employment Status:	Full-time	Part-time	Not employed
Current or most recently held paid position:			
Employer Name:		Phone:	
Street Address:			
City:		State:	Zip:
Volunteer History:			
Computer Skills/Software Applications Used:			

Education

Name of College:							
College Address:							
Area of Study:							
Are you currently a full-time student?		Yes	No	Are you currently a part-time student?			
				Yes	No		
Level:	Freshman	Sophomore	Junior	Senior	Graduate Student	Hours completed:	
Do you speak a language other than English?			Yes	No	If yes, list language(s) and proficiency:		
					Fluent	Semi-fluent	Basic

Internship Applicant Signature: By checking this box, I am submitting an electronic signature as defined by the Uniform Electronic Transactions Act O.C.G.A. § 10-2-1 et seq.	Date:
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This section must be completed by Faculty/Advisor

Name of Internship Faculty/Advisor:	Phone Number:
Department:	
What do you expect the student to gain from this internship?	
Indicate the date internship must be completed:	
Faculty/Advisor Signature: By checking this box, I am submitting an electronic signature as defined by the Uniform Electronic Transactions Act O.C.G.A. § 10-2-1 et seq.	Date: