

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF HOMELESS SERVICES

DIVISION

ADULT SERVICES

ADDRESS1 33 Beaver Street

ADDRESS2 New York, NY 10004

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AGENCY DESCRIPTION (Max characters 1200)

The New York City Department of Homeless Services is an agency comprised of 2,000 employees, with an annual operating budget of approximately \$1 billion, DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

Collaborating with other public agencies and nonprofit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness, and assist New Yorkers in transitioning from shelter into permanent housing. Furthermore, DHS remains committed to meeting its legal mandate to provide temporary emergency shelter to those experiencing homelessness in a safe and respectful environment.

UNIT DESCRIPTION (Max characters 300)

The Housing and Program Planning Vacancy Unit is responsible for the monitoring of over 150 Single Room Occupancy (SRO) Housing Providers with a total of over 14,000 housing units for Single Adults. As part of the Vacancy Unit, the intern will assist staff in monitoring and tracking homeless clients moving in or out of the SRO Housing sites. Each SRO Housing Provider has signed a contractual Tenant Referral Protocol Agreement to provide housing services for different types of homeless clients in need. The Vacancy Unit staff services a critical role in evaluating the compliance of SRO Housing Providers to this contractual agreement as well as evaluating if the SRO Housing Provider is maintaining a (95%) Occupancy rate. S/he will assist in the monitoring of the contracted/non contracted housing units and identifying vacant units that can be filled by DHS clients. S/he will interact with SRO Housing Providers and become very familiar with the various housing referral categories that each SRO Housing Provider may need to be in compliance with their Contractual Agreement with DHS.

POSITION TITLE (Max characters 100)

Summer College Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The NYC Department of Homeless Services (DHS) seeks a Summer Intern to serve in the Housing and Program Planning Vacancy Unit. The selected candidate will maintain the Weekly and Monthly Reports submitted by the SRO Housing Providers for assigned caseload of SRO sites. S/he will input information concerning tenant move-ins and move-outs in the Pending Report in preparation of the Weekly meeting with the DHS Placement Unit. Input information concerning tenant move-ins and move-outs in the CARES Database based on Vacancy reports submitted by the SRO Housing Providers. Serve as a liaison between the SRO Housing Provider and the DHS Housing Placement

Unit in identifying vacancies that may be filled by DHS client referrals and arranging an interview date for those DHS referrals. Participate in weekly meeting.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Good oral, written and interpersonal skills. Strong PC skills - Excel, Access, Word & Outlook - Data Entry. Good Organizational skills. Ability to work under pressure in a fast paced environment and courteous professional manner.

As of June of the Program year the prospective interne must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

APPLICATION PROCESS (Max characters 700)

Please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov>. Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

SALARY RANGE

\$433.50 (weekly)

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/internship
