

## INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

**Directions:**

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: [CWagner@co.broome.ny.us](mailto:CWagner@co.broome.ny.us)

(Section 1) Requesting Department Information	
<b>Department/Division</b>	Department of Social Services
<b>Mission Statement</b>	We promote self-sufficiency and assure the protection of vulnerable individuals. We value the needs of our customers, the contributions of our staff and the participation of our community. We achieve our goals through a culture which encourages continuous improvement.
<b>Contact Person Information</b>	Name: Jodi Bouyea Title: Coordinator of Volunteer Services Email: jbouyea@co.broome.ny.us
	Phone: 607-778-2681 Fax: 607-778-2710
	Address: 36 - 42 Main Street, Binghamton, NY 13905
<b>Send Applications Via</b>	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
<b>Date Form Completed</b>	10/10/08

(Section 2) Internship Information	
<b>Position Name</b>	Human Services Intern
<b>Job/Project Description</b>	Assist staff in various ways. May accompany staff on home-visits, to family court, and other varied locations. The work entails different functions including basic interviews with people, obtaining information, giving input to staff on observations of settings, interactions, and processing paperwork. May supervise visits between parents and their natural children. May be assigned to work with child protective services, family services or adult protective services.
<b>Experience/Skills Desired</b>	Good communication skills, interviewing skills, writing skills.
<b>Additional Notes</b>	
<b>Time Preference</b>	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> No Preference

**(Section 3) Compensation****\*Interns must be paid according to the current year's pay schedule and according to classification**

Compensation*	<input checked="" type="checkbox"/> Unpaid
School Credit	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> No Preference

**(Section 4) Internship Availability – Check All That Apply**

Type of Intern Desired	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	4
Time Period	<input checked="" type="checkbox"/> Spring