

## 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>	Office for Aging/Information & Assistance
<b>Mission Statement</b>	The mission of the Broome County Office for Aging is to improve and enrich the quality of life for all older persons in Broome County.
<b>Contact Person Information</b>	Name: Lucy Dirlam Title: Information & Assistance Unit Coordinator Email: ldirlam@co.broome.ny.us
	Phone: 778-380-6 Fax: 778-231-6
	Address:
<b>Send Applications Via</b>	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
<b>Date Form Completed</b>	7/23/09

(Section 2) Internship Information	
<b>Position Name</b>	I&A Staff Development Manual Project Intern
<b>Job/Project Description</b>	The person in this position would work with the I&A Coordinator and her staff to research and write a training manual for the unit. The Manual would include state, federal and local regulations and policies, standards for Information and Referral, and details direction for new staff to manage clients including detailed instructions for use of the software system.
<b>Experience/Skills Desired</b>	<p>Must be able to work independently</p> <p>Must be able to interview staff and compile information</p> <p>Must be able to read and interpret regulations and state policies</p> <p>Must be able to confer with other agencies to obtain I&amp;R training manuals</p> <p>Must be competent in MS Word</p> <p>Must be willing to learn OFA agency software and to document its use</p> <p>Must understand client confidentiality</p> <p>Human services and computer experience a plus</p>

<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**

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

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

<b>Type of Intern Desired</b>	<input type="checkbox"/> HS <input type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
<b># Of Positions Available</b>	<b>1</b>
<b>Time Period</b>	<b>Fall</b>