

Department of Social Services & Mental Health

Temporary Assistance/Supplemental Nutrition Intern

Role and Responsibilities:

- To sit in on Temporary Assistance (TA) and SNAP Interviews and screenings, and if able home visits with our caseworker on family assistances cases.
- TA/SNAP case processing.
- Learning the process of how to work a TA/SNAP case from beginning to the end.
- Case record filing, scanning, copying and shredding.
- Making and compiling TA and SNAP application packets.

Qualifications and Education Requirements:

Must be enrolled in High School, College or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Human Services, Social Work, Psychology, any related field

Preferred Skills:

- Computer and typing skills
- Good handwriting
- Phone skills
- Works well with public
- Works well with children

Department: Department of Social Services & Mental Health

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks