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| Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Field of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Semester Applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Agency/Facility: [Maryland Department of Aging](https://aging.maryland.gov/pages/default.aspx)  Internship Location: 301 W. Preston Street, Suite 1007, Baltimore, MD 21201 |
| **Internship Description:**  The Maryland Department of Aging offers both undergraduate and graduate students the opportunity to put their education to work. Interns will gain valuable experience in a cabinet agency that offers:  ● Knowledge about older adults and individuals with disabilities and applicable community services and resources available to these populations;  ● Insight into the development and execution of public policies;  ● Experience in program planning and analysis;  ● Database management skills;  ● Outreach and customer service experience;  ● Ability to collaborate with colleagues and community partners in a professional setting; and  ● Weekly constructive feedback.  At the conclusion of the internship, the intern will be acquainted with the Maryland Access Point (MAP) [Maryland Access Point](https://aging.maryland.gov/Pages/maryland-access-point.aspx), Maryland’s Aging and Disability Resource Center. Maryland Access Point streamlines access to long-term services and support (LTSS) options for older adults and individuals with disabilities. The students will learn how the Federal Government reimburses agencies for doing work that relates to Medicaid services. In addition, the students will learn about the Veterans Directed Care program, where the Veterans Administration Maryland Health Care System (VAMHCS)serves veterans of any age who are determined by the Veteran Administration to be at risk of institutional placement. Also, there are Special Initiatives programs such as the Senior Call Check, where seniors are contacted daily to ensure their safety and the Community For Life Program that provides a package of services that makes it comfortable and convenient to age at home.  The intern will also be assigned a special project which will include program planning, analysis and/or evaluation. Other requirements will include participating in meetings, training, and development of materials and reports.  **Time Commitment:** Interns are required to commit to at least one semester (3 months or 12 weeks). The opportunity to extend the duration of the internship may be available. Participants may select to work either 20 hours per week for 12 weeks for a total of 240 hours, or 10 hours per week for 12 weeks for a total of 120 hours.  **Teleworking hours worked must be between 8 A.M. to 6 P.M, Monday-Friday.** |
| **Salary:** This is an unpaid internship. College credits may be arranged upon request. |
| **Job Duties/Responsibilities**  ● Engage in outreach to service providers  ● Participate in program planning, analysis, and evaluation, including the development of summary reports and recommendations  ● Assist with policy development and implementation  ● Attend and contribute to team meeting ● Participate in necessary training  ● Maintain a spreadsheet with weekly tasks completed  ● Other duties as assigned |
| **Requirements:**  ● Currently enrolled in an accredited university ● Strong organization, communication and interpersonal skills ● The ability to prioritize time-sensitive assignments and meet deadlines  ● Proficient in Microsoft Office Suite |
| **Certification:**  By checking this box, I certify that I have read and understand the information listed above.  **How to Apply:** Please send this application, a resume, and cover letter to [mdoa.marylandaccesspoint@maryland.gov](mailto:mdoa.marylandaccesspoint@maryland.gov) with the subject “First Name Last Name - Intern Application”. A phone interview may be requested after the review of your application.  **Questions About the Internship:** Please direct all questions about the internship to [mdoa.marylandaccesspoint@maryland.gov](mailto:mdoa.marylandaccesspoint@maryland.gov)  or call 410-767-0755 for more information |