

**SSA Youth Internship
Summer 2019
Recruitment #19-**

Department: Department of Human Services - Social Services Administration

Date Opened: June 26, 2019

Filing Deadline: July 17, 2019

Salary: Youth will receive a \$200 stipend for the internship. Student Service Credit Hours may be available. Students would need to verify with their school for eligibility

Employment Type: Internship

Contact Person: Temitope Owoeye, 410-767-0566 or

Temitope.owoeye@maryland.gov

Work Location: 311 W. Saratoga Street, Baltimore, MD 21201

Introduction

SSA internships offer a comprehensive educational experience for youth to develop their understanding of the operations and programs of the Social Services Administration. SSA is committed to providing foster youth or former foster youth of Maryland a solid foundation in public administration related to the delivery of child welfare services and adult protective services statewide. They will experience what is like to work in a fast based environment and develop office management skills including verbal and written communication, resume writing, word processing and spreadsheet applications, and use of office equipment (fax, copy, and scanning). They will be able to use their experience in foster care to offer ideas for service improvement that benefit youth in care statewide.

Location of Position

Department of Human Services
Social Services Administration
311 W. Saratoga St., 5th Floor
Baltimore, MD 21201

Main Purpose of Job

SSA offers internships for transition-aged foster youth or former foster youth seeking meaningful work experience during the summer months. Internships are specifically designed to pair youth with executive assistant staff to provide experiential learning in a professional office environment. Youth will develop soft skills in office management clerical functions including logistics of meeting planning, written communication, time management, organizational skills, office etiquette, and other administrative tasks as assigned.

Position Duties

- **General Administrative Support** - Interns will learn how executive assistants support the day to day functions of executive leadership that enable the Social Services Administration achieve their mission.
- **Internal Communications** - Interns will shadow and/or assist with the development of internal communications to SSA staff including emails, announcements, flyers, memos, agendas, google calendar invites, etc.
- **Special Events and Community Engagement** - Interns will be share ideas and actively participate in logistical planning efforts for special events related to the foster youth populations served by SSA when the opportunity presents.
- **Clerical Functions** - Interns will assist in transmitting communications via scan and fax, completing basic and complex document copy requests, filing documents as directed.
- **Resume Writing** - Youth will demonstrate what they learned during their internship by preparing an updated resume that credits the work accomplished and highlights their knowledge, skills, and abilities.

Proposed Learned Competencies

- Communication
 - Techniques on how to approach supervisor
 - Seek assistance and obtain feedback
 - Techniques on how to respond and resolve conflict within the workplace
- Teamwork
 - Learning how to fit in and knowing your role on the worksite
- Office Etiquette
 - Learning what is expected and acceptable
 - Reporting to and leaving work
 - Addressing personal emergencies/conflicts regarding work schedule
 - What's appropriate to share with employer and co-workers
 - What is appropriate grooming and attire for the worksite
 - Taking and responding to personal phone calls/texts while at work
- Job Search Skills
 - Interviewing Techniques
 - Before and After the interview
 - Researching Employer prospects
 - Cover Letter and Resume writing
- Establish Reference
 - Catalog and periodically update information on contacts
 - Networking opportunities

Minimum Qualifications

Qualified Candidates must meet the following criteria:

- Current Foster Youth
- Minimum age 15 or older at time of internship
- Maximum age, under 23
- Previous foster youth who were in Out-of-Home placement on 18th Birthday
- Interest Statement (via google form)
- Resume
- One Reference who can be contacted (worker, clergy, employers, school counselor, teacher, volunteer leader, coach or mentor.)

Selection Process

Candidates will be selected based upon the information submitted from the youth via the google form interest statement. During the process the youth may be invited to interview in person or over the telephone. The internship will begin on Monday, August 5, 2019 and ends on Friday, August 9, 2019. All interns are expected to participate daily from 9 AM to 2 PM and remain on the worksite. Breakfast and lunch is provided daily.

Please Note: Failure to submit all of the required documents may disqualify candidates during the recruitment process. All accepted interns will be notified by email no later than July 24, 2019.