



James W. Hendon
COMMISSIONER

Glenda Y. Villareal
DEPUTY COMMISSIONER

Job Title: Housing and Support Services Intern

Business Unit: Housing and Support Services (HSS)

The mission of the Department of Veterans' Services is to connect, mobilize, and empower New York City's Veteran community in order to foster purpose-driven lives for New York City Service Members – past and present – in addition to their caregivers, survivors, and families. DVS fulfills this mission by providing New York City's 210,000 Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture.

DVS will continue to strengthen its core services as well as find new ways to serve this dynamic population and ensure that Veterans – New York City's most civic-minded individuals – continue to serve as a major asset for the City.

DVS Housing and Support Services (HSS) is in need of a Housing and Support Services Intern to assist provide data and statistical support for the unit.

Reporting to Executive Director and/or the Deputy Director of Housing and Support Services. Tasks will include:

- Review incoming referrals and inquiries from Veterans and community partners
- Conduct initial outreach for Veteran referrals to more thoroughly assess the Veterans needs and current situation
- Input any referrals received from outside of CMS into the HSS program.
- Assist the Executive Director and Deputy Director Housing Support Services with reporting and research associated with veteran homelessness and DVS HSS operations and/or assist with any special projects.
- Attend daily housing check in meetings to review current cases
- Report on daily basis to Housing Director of the number of Veterans intake and report a summary on each case
- Be able to clearly communicate to Veterans about services DVS and HSS team provides.
- Maintain integrity of any documentation submitted during intake phase.

Strengths needed for position:

- Good communication and interpersonal skills
- Able to work independently and have excellent time management skills

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1 Centre St, 22nd Floor, Ste 2213,
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Preferred Skills:

- Critical thinking and data-driven
- Some knowledge of experience using data analytics tools and/or applications
- Passion for learning and working in a start-up environment.
- Self-sufficient and self-motivated
- Able to assist non-technical users who depend on technology to perform their jobs.
- A technical, logical thought process.
- A strong willingness to learn and adapt to new priorities as they come.

Eligibility:

- Compensation for this internship will be provided through the VA Work Study Program. Potential candidates who meet the preferred skill requirements must also meet the eligibility requirements of the VA Work Study Program as described below to be considered for this position.
- Are enrolled in at least three-quarter time in a college degree, vocational, or professional program, and
- Can finish the work-study contract while you still qualify for education benefits, and
- Are using an approved VA education benefits program to pay for your education or training

Please provide a copy of your resume with cover letter that identifies veteran status, skills and experience skills, and VA Work Study eligibility via email to: VAWorkStudy@veterans.nyc.gov

Learn more about VA Work Study:

<https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

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