# 2015 NYC SUMMER INTERNSHIP PROGRAM

**AGENCY NAME**

## NYC DEPARTMENT OF HEALTH AND MENTAL HYGIENE

**DIVISION/WORK UNIT**

## Mental Health/Assisted Outpatient Treatment

**ADDRESS1** 42-09 28th Street

**ADDRESS2** Long Island City, NY 11101


**CONTACT NAME** JoAnne Eronini

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**FAX** (347) 396-8994


**AGENCY DESCRIPTION (Max characters 850 )**

The Bureau of Mental Health is responsible for mental health service delivery and planning for the New York City residents with mental health needs. Through contracting directing directly with NYC service providers, the Bureau is responsible for procuring and overseeing over 700 treatment, rehabilitation, case management, advocacy, and Assisted Outpatient Treatment programs comprising over $200 million. Bureau staff is responsible for managing the development, implementation, and oversight of ongoing and new contracted mental health programs. Through these contracts and through its policy, planning and advocacy work, the Bureau seeks to facilitate access and quality care and recovery for all New York City residents.

**POSITION TITLE (Max characters 100)**

Administrative Assistant

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

The individual will be responsible to assist with the following: provide general support for program, answer telephone calls, take messages and respond to inquiries, assist with filing, copying, scanning and faxing, organize office operations, schedule meetings and conferences, assist or prepare correspondences, maintain inventory, assist with supply orders, distribution of administrative items and invoices, complete hiring documents for new employees and train new employees in office policies and procedures.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Knowledge of Microsoft office suite skills (Word, Excel, Power point, Visio), works independently and as a part of a collaborative team, ability to work on multiple projects simultaneously, strong written and communication skills, positive and energetic interpersonal skills Area of study Business Administration or Office Management

**APPLICATION PROCESS (Max characters 700 )**

Applicatnts are required to submit an online application. Qualified applicants will be contacted for an interview.

**SALARY RANGE**

$284.50 - $433.50 Undergraduate College Intern

☒ **Internship may be used to fulfill college credit requirement**

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

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