

# 2019 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

**DEPARTMENT OF SANITATION**

DIVISION

**DSNY/Medical Division**

ADDRESS 1

ADDRESS 2

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FAX

## **AGENCY DESCRIPTION (Max characters 3000)**

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

## **UNIT DESCRIPTION (Max characters 1000 )**

The Medical Division is an occupational healthcare facility comprised of medical and administrative staff, including board-certified physicians and surgeons, to monitor the medical condition of DSNY employees.

The Medical Division manages patient treatment resulting from work-related injuries and processing of medical bills associated with those injuries. The Employee Assistance Unit offers support services, such as counseling and out-patient referrals. The Supervised Sick Leave Unit monitors medical leave for DSNY employees in uniform service or skilled -trade titles. The Medical Division also administers pre-employment medical examinations of applicants seeking employment as Sanitation Workers and supports Citywide initiatives through the Drug and Alcohol Testing Unit.

## **POSITION TITLE (Max characters 100)**

Medical Division – Undergraduate Intern

## **INTERNSHIP RESPONSIBILITIES (Max characters 1500)**

The selected candidate will assist Nursing, Medical Records and LODI Billing staff with duties related to pre-employment, claims processing, and regular healthcare facilities operations. This includes filing, faxing and mailing correspondence, answering phones, data entry, tagging, transport and tracking of charts as well as special projects.

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

As of June 2019, the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year). The Medical Division's preferred candidate will be a major in pre-med, nursing, anatomy/physiology, health information management, or related field. Knowledge of medical terminology or previous exposure to a health care setting is preferred.

**APPLICATION PROCESS (Max characters 700)**

Email resume and brief cover letter indicating the title of the position to: [tmillines@dsny.nyc.gov](mailto:tmillines@dsny.nyc.gov)

**SALARY RANGE**

\$17.50 per hour

Internship may be used to fulfill college credit requirement

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

Assignments will begin on or after May 21 and last between 10 and 13 weeks.