

City of Baltimore  
Department of Human Resources  
201 E. Baltimore Street, Suite 120  
Baltimore, MD 21202  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

Invites applications for the following position:

### **Housing and Community Development Academic Credit Intern**

<b>Agency:</b>	<b>Department of Housing and Community Development (DHCD)</b>
<b>Date Opened:</b>	<b>12/22/2017</b>
<b>Filing Deadline:</b>	<b>Continuous</b>
<b>Salary:</b>	<b>Academic Credit</b>
<b>Employment Type:</b>	<b>Internship</b>
<b>Recruitment Specialist:</b>	<b>Njukang (NJ) Asong</b>

#### **Introduction**

Our mission is to ensure that citizens of Baltimore have access to adequate and affordable housing opportunities in safe, livable and decent neighborhoods. DHCD strengthens City neighborhoods by attracting investors, developers and home buyers, as well as financing and guiding strategic development projects to meet housing and neighborhood needs.

DHCD is comprised of 5 divisions: Community Services; Green, Healthy and Sustainable Homes; Land Resources; Permits and Code Enforcement and Research & Compliance.

Community Services offers ombudsman services by offering emergency services and relocations assistance to Baltimore families; provides affordable before/after care programs to families who need it most; provides summer food services to Baltimore children throughout the summer months.

Green, Healthy and Sustainable Homes assists Baltimore families by providing energy-efficiency improvements for low income households; provides homeownership incentives to prospective homebuyers in Baltimore City; provides comprehensive benefit screenings and case management to coordinate housing, energy conservation, health, safety and financial services; assists with lead remediation for eligible owner-occupied and tenant-occupied properties; as well as provides rehabilitation services by repairing address emergencies, code violations and health/safety issues for low and moderate income homeowners.

Land Resources strategically acquires, manages and disposes of real property to create housing, social and economic development for Baltimore's neighborhoods.

Permits & Code Enforcement maintains safe and attractive neighborhoods throughout the city by enforcing the City's housing, zoning, building and related codes; issues building permits and provides subsequent inspections for construction, alteration, electrical, mechanical and plumbing work in both commercial and residential structures.

Research and Compliance provides funding for the production of rental and for sale housing opportunities in order to create decent, safe and affordable housing.

#### **Location of Position**

**417 E. Fayette Street, Suite 201, Baltimore, MD 21202**

#### **Position Duties**

The LIGHT Program reviews, monitors and processes a wide variety of assigned client cases that involves the provision of social, health vocational, rehabilitation or related services to City residents. Upon receipt of referrals; The intern will be responsible for interviewing and completing assessments for clients in the office or over the phone and will delineate and document problems and needs; Determine if client meets eligibility standards for identified programs; May interview client's family members, neighbors, co-workers, employers,

social and health care providers to investigate client's problems. The intern will also review and analyze client information in order to develop and recommend problem-solving strategies; may consult with superiors and professionals on case in order to gather counsel, observations, evaluations and recommendations on case dispositions. The intern will also advise clients on available City, State and private services and programs; provides clients with handouts, brochures and related documents for their information and use. The intern would be responsible for maintaining accurate, up-to-date and detailed client case records and files and ensuring the confidentiality of client case records and files. Interns will be partnered with a Social Service Coordinator and will inform of individual case statuses for the incumbent Social service coordinator to handle the overall caseload that will in turn handle issues requiring professional intervention for disposition and action. They will also be responsible for writing reports for outcome of the assessment with recommendations to the Social Service Coordinator for strategies and possible referrals.

#### **Required Knowledge, Skills and Abilities**

#### **Preferred Qualifications**

- Pursuing a degree in Social Works, Counselling, Law, Public Administration or related field from an accredited college or university.
- Knowledge of social, public health, medical, rehabilitation and educational resources.
- Knowledge of interview and investigation techniques.
- Skill in maintaining confidential, accurate and detailed client case information and records.
- The Intern should have excellent written and verbal communication skills.
- Must be self-motivated with the ability to follow directions and work both independently and within a group setting to accomplish tasks with accuracy and within tight deadlines.
- Must be responsible; prompt; courteous; and have excellent attention to details.
- Proficient in Microsoft Word and Excel
- Ability to prioritize, multitask, and work on multiple projects simultaneously.

#### **Drug & Alcohol Testing**

Candidates selected for this internship will be required to submit to drug and alcohol testing.

#### **Criminal Background Check**

Candidates selected for this internship will be required to successfully complete a criminal background check.

#### **Eligibility Requirements**

##### **All ACIP, student applicants must:**

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

#### **Selection Process**

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

#### **CHECKLIST FOR APPLICATION**

**Applications MUST include:**

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore (500 words or less).
- ✓ First and second (if applicable) choice of desired Internship.
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program.
- ✓ Current résumé including email address, telephone numbers and educational/work experience.
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing.

**Please note:** *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for an internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

**Further Instructions**

**SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):**

**Internship Program, Department of Human Resources**

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

**Submit an Electronic Application at:** [www.baltimorecity.gov](http://www.baltimorecity.gov)

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: [Njukang.asong@baltimorecity.gov](mailto:Njukang.asong@baltimorecity.gov)

**APPLICATION DEADLINES:** *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*

