



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Family and Social Services Administration		BU: 497
Division: Disability and Rehabilitative Services	Section/District:	
Job Title: FSSA DDRS - Policy/Accreditation/Compliance Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Shane Spotts		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Summer intern position will be responsible for the ongoing development and implementation of policies related to the division.

Essential Duties/Responsibilities:

Person in this position will be responsible for research as well as organization and attendance to discussions related to policy development as well as writing, editing, and distribution of policy for comment from internal and external sources. Position may be responsible for reviewing client file documentation and research and preparation related to legislative summer study committees.

Job Requirements:

Candidate must possess strong written communication skills, the ability to multi-task, be well organized, and work well with others.

Supervisory Responsibilities/Direct Reports:

Candidate will report to Director of Project Management

Difficulty of Work:

The work of this position can be fast-paced and stressful.

Responsibility:

Works both in groups and independently

Personal Work Relationships:

Personal work relationships will be with immediate office staff as well as external stakeholder groups.

Physical Effort:

Minimal physical effort required

Working Conditions:

Duties will be performed in an office environment.