



# Aging Careers in Georgia

## Opportunities for Summer Interns



**Extended Application Deadline: April 10**

Interns, explore aging careers this summer with the [Georgia Department of Human Services, Division of Aging Services \(DAS\)](#). Selected candidates will participate in an unpaid DAS internship, learning about state-level aging administration through educational experiences and meaningful assignments involving issues research, consumer education, administration, and strategic planning. Examine trends in the aging and disability field, the structure of Georgia's statewide network, and ways for you to prepare for a future career.

- ◆ Program Dates: Flexible
- ◆ Location: 2 Peachtree Street, NW, Atlanta 30303 (*No Free Parking Available* ▪ *Accessible by MARTA*)
- ◆ Days/Times: Participants may intern at DAS, Monday-Thursday. Days and times are negotiable.
- ◆ Requirements:  
Strong writing skills, good research skills, proficiency in using Microsoft Word, familiarity with Excel

### Application Requirements

Submit the following materials to [CynthiaHaley.Dunn@dhs.ga.gov](mailto:CynthiaHaley.Dunn@dhs.ga.gov) by 5:00 p.m., Fri., April 10.

- A cover letter that answers the following questions:
  - Why are you interested in exploring aging-services careers?
  - What experiences have you had with older adults or people with disabilities?
  - What do you hope to learn or do as a participant in the program?
- A résumé
- A description of your academic department's (or instructor's) requirements for internships
- **Optional:** 1-2 short writing samples  
DAS assignments may include tasks related to research, project development, and/or the development of consumer awareness materials. If possible, submit one academic-style writing sample and one piece of writing suitable for general audiences (an announcement, newsletter article, or flyer, for example) so that we may appropriately match your skills with program needs.

Top applicants will be invited to interview with DAS on a competitive basis. Candidates selected for program participation will be required to complete a criminal background check (at DAS' expense).

### ◆ Frequently Asked Questions ◆

Are hands-on volunteer assignments available?

As Georgia's state unit on aging, DAS focuses on planning, training, and technical assistance. If you would like to intern in a direct-service capacity with older adults, we can recommend several fine organizations that could benefit from your help.

Will participation help me to get a job at DAS?

No, your participation in an internship or volunteer assignment does not obligate DAS to provide you with future employment, special consideration for employment, or information about available job opportunities. If your performance is excellent, however, we would be glad to provide a reference upon request.

How can I get more information? (See opportunities on page 2.)

Call or write: Cynthia Haley Dunn, Community Affairs Manager  
Georgia Department of Human Services, Division of Aging Services  
Phone: 404-657-1515 ▪ Email: [CynthiaHaley.Dunn@dhs.ga.gov](mailto:CynthiaHaley.Dunn@dhs.ga.gov)

# Opportunities for Summer Interns at the DHS Division of Aging Services

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### Aging Services Intern Nursing Home Transition Program

The Money Follows the Person program helps interested, eligible nursing home residents transition back into community living. The team seeks a summer intern to learn about program data collection, identify what makes a transition successful or not, and explore the complexities of nursing home transition in Georgia. The intern will help to capture, enter, and analyze data and will have opportunities to engage with participants and professional team members.

Requirements: analytical skills, basic computer skills

### Aging Services Intern Public Guardianship Program

The Public Guardianship Program seeks a summer intern with strong organizational and writing skills to assist with two projects – coordinating logistics for a statewide meeting and developing content for the program's website section. The statewide meeting will bring together participants in WINGS Implementation – the Working Interdisciplinary Group of Guardianship Stakeholders. Website project duties include concept development, content research, and writing.  
Location: DHS Division of Aging Services – Downtown Atlanta

Requirements: strong organizational and writing skills

### Aging Services Intern Information Technology Services

The selected IT services intern will gain new skills and hands-on experience with information technology in a state-level setting. The intern will have an opportunity to learn about the Microsoft Office 365 suite, infrastructure setup, networking configuration, inventory management, profile set ups, and basic knowledge that can be used toward obtaining A+ certification.

Requirements: basic to intermediate computer skills, ability to multitask