



Department of Aging
MARYLAND DEPARTMENT OF AGING INTERNSHIP PROGRAM

Applicant Name: _____

Field of Study: _____

Semester Applying for: _____

Phone Number: _____

Email Address: _____

Agency/Facility: [Maryland Department of Aging](#)

Internship Location: 301 W. Preston Street, Suite 1007, Baltimore, MD 21201

Internship Description:

The Maryland Department of Aging offers both undergraduate and graduate students the opportunity to put their education to work. Interns will gain valuable experience in a cabinet agency that offers:

- Knowledge about older adults and individuals with disabilities and applicable community services and resources available to these populations;
- Insight into the development and execution of public policies;
- Experience in program planning and analysis;
- Database management skills;
- Outreach and customer service experience;
- Ability to collaborate with colleagues and community partners in a professional setting; and
- Weekly constructive feedback.

Interns may work in a variety of programs in the areas of Long-Term Services (LTS) and Client and Community Services (CCS). These programs and initiatives are supported by the federal Administration on Community Living (ACL), the Centers for Medicare and Medicaid Services (CMS), and other state and federal partners. A focus of the internship will be assistance with improving the [Maryland Access Point](#) referral network database through provider outreach and updates.

Time Commitment:

Interns are required to commit to at least one semester (3 months or 12 weeks). The opportunity to extend the duration of the internship may be available. Participants may select to work either 20 hours per week for 12 weeks for a total of 240 hours, or 10 hours per week for 12 weeks for a total of 120 hours.

Teleworking is not allowed and hours worked must be between 8 A.M. to 6 P.M, Monday-Friday.

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Salary:

This is an **unpaid** internship. College credits may be arranged upon request.

Job Duties/Responsibilities

- Review and update the Maryland Access Point referral database in accordance with specified parameters
- Engage in outreach to service providers
- Participate in program planning, analysis, and evaluation, including the development of summary reports and recommendations
- Assist with policy development and implementation
- Attend and contribute to team meetings, including monthly Department staff meetings
- Participate in necessary training
- Maintain a spreadsheet with weekly tasks completed
- Provide general administration (filing, faxing, copying, etc.)
- Other duties as assigned

Requirements:

- Currently enrolled in an accredited university
- Strong organization, communication and interpersonal skills
- The ability to prioritize time-sensitive assignments and meet deadlines
- Proficient in Microsoft Office Suite

Certification:

- By checking this box, I certify that I have read and understand the information listed above.

How to Apply:

Please send this application, a resume, and cover letter to mdoa.marylandaccesspoint@maryland.gov with the subject "First Name Last Name - Intern Application". A phone or in-person interview may be requested after the review of your application.

Questions About the Internship:

Please direct all questions about the internship to mdoa.marylandaccesspoint@maryland.gov or call 410-767-1100 for more information.