



Larry Hogan | Governor Boyd K. Rutherford | Lt. Governor Rona E. Kramer | Secretary

MARYLAND DEPARTMENT OF AGING INTERNSHIP APPLICATION

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. At the conclusion of the internship, the intern



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will be acquainted with the [Maryland Access Point](#), Maryland’s Aging and Disability Resource Center. Maryland Access Point provides information, referral, and assistance related to a range of long term services and supports including information on health, transportation, and financial aid. Other services include senior and community centers and clubs, nutrition and meals, pharmacy assistance, housing, and volunteer opportunities. Maryland Access Point serves caregivers and family members and recommends identifying the target group as older adults and adults with disabilities. The intern will also be assigned a special project which will include program planning, analysis and/or evaluation. Other requirements will include participating in meetings, training, and development of materials and reports.

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 hours worked must be between 8 A.M. to 6 P.M, Monday-Friday.

Salary:

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

Job Duties/Responsibilities

- 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 meeting
- Participate in necessary training
- Maintain a spreadsheet with weekly tasks completed
- Other duties as assigned



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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 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 410-767-0755 for more information