



Temporary Assistance/Supplemental Nutrition Intern

Role and Responsibilities:

- To sit in on Temporary Assistance (TA) and SNAP Interviews and screenings, and if able home visits with our caseworker on family assistances cases.
- TA/SNAP case processing.
- Learning the process of how to work a TA/SNAP case from beginning to the end.
- Case record filing, scanning, copying and shredding. Making and compiling TA and SNAP application packets.

Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Human Resource or Social Work

Department: Temporary Assistance Unit – Social Services Dept

Location: Donald B. Smith Campus, 110 Old Route 6, Bldg 2, Carmel, NY

Salary:	High School Student	\$8/hr.
	College Student	\$9/hr.
	Graduate Student	\$10/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Liz Mark/ Elizabeth Barcavage

