



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION
State Department / Agency: Department of Human Services
State Division / Office: Social Security Administration Disability Determination Services Southwest Service Area (SWSA)
Location of Internship: Kalamazoo

INTERNSHIP SCHEDULE	
Internship Time Period: All Semesters	Internship Hours Requested Per Week: Up to 20 hours per week. Flexible to student's schedule and office's need. Begin with 3-4 month duration. Placement to be extended if desired by both parties.

PREFERRED EDUCATION		
Major / Minor: Education/Health program of study (Regular/Special Education, Occupational/Physical Therapy, Speech/Language Pathology, etc.)		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> – Successful achievement in advanced placement of educational/health program of study. (i.e. regular/special education, occupational/physical therapist, speech/language pathologist, etc.) – Excellent verbal and written communication skills – Self-motivated – Confident in ability to communicate effectively in the educational/health/medical community – Adaptable – Detail-oriented, organized, & dependable – Able to work/complete tasks in a timely fashion 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION
Internship Title: Disability Program Educational Liaison Intern
Intern Responsibilities / Projects:
<ul style="list-style-type: none"> – Become familiar with Social Security Disability program policies, procedures, medical criteria in processing adult and childhood claims – Review of medical and nonmedical case files and documentation of case files – Communicate with teachers, school psychologists, speech/language pathologists, occupational/physical rehabilitation specialists and parents to obtain/clarify medical/non-medical documentation or clarify

With questions or for more information about the State of Michigan Internship Program, please contact:
Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov



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- medical/non-medical documentation regarding a claimant's medical, physical/psychological or functional limitations to assist in the adjudication of Social Security Disability claims pending at the local office
- Provide ongoing assistance to examiners, psychiatrists/psychologists, speech/language pathologists & medical personnel in medical services unit to document & adjudicate Social Security Disability applications

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).