



## UNPAID INTERNSHIP DESCRIPTION

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

INTERNSHIP SCHEDULE	
<b>Internship Time Period:</b> All Semesters	<b>Internship Hours Requested Per Week:</b> Up to 20 hours a week, flexible to the student's schedule and office's need. Begin with 3-4 month placement to be extended if desired by both parties.

PREFERRED EDUCATION															
<b>Major / Minor:</b> Health program of study (e.g. Nursing, Medicine, etc.) or Social Sciences (Psychology, Social Work, Sociology, etc.)															
<b>Level of Education:</b> Open to Undergraduates and Graduates															
<b>Preferred Skills / Qualifications:</b> <ul style="list-style-type: none"> <li>– Successful achievement, thus far in academics</li> <li>– Excellent verbal and written communication skills</li> <li>– Confident in ability to communicate effectively with the medical community</li> <li>– Self-motivated, adaptable, detail-oriented, organized, &amp; dependable</li> </ul>															
<b>Through this internship, student intern will develop or further strengthen the following competencies:</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><input checked="" type="checkbox"/> Adaptability</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Continuous Learning</td> <td style="width: 33%; padding: 5px;"><input type="checkbox"/> Initiating Action</td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Building Strategic Working Relationships</td> <td style="padding: 5px;"><input type="checkbox"/> Contributing to Team Success</td> <td style="padding: 5px;"><input type="checkbox"/> Innovation</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Building Trust</td> <td style="padding: 5px;"><input type="checkbox"/> Customer Focus</td> <td style="padding: 5px;"><input checked="" type="checkbox"/> Planning &amp; Organization</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Coaching</td> <td style="padding: 5px;"><input type="checkbox"/> Decision Making</td> <td style="padding: 5px;"><input type="checkbox"/> Tech/Prof Knowledge &amp; Skills</td> </tr> <tr> <td style="padding: 5px;"><input checked="" type="checkbox"/> Communication</td> <td style="padding: 5px;"><input type="checkbox"/> Follow-Up</td> <td style="padding: 5px;"><input checked="" type="checkbox"/> Work Standards</td> </tr> </table>	<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input 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 checked="" type="checkbox"/> Work Standards
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INTERNSHIP DESCRIPTION
<b>Internship Title:</b> Disability Program Liaison Intern
<b>Intern Responsibilities / Projects:</b> <ul style="list-style-type: none"> <li>– With training, general familiarity with policies, procedures and medical criteria for Social Security Disability programs</li> <li>– Review medical case files and documentation of actions in case files</li> <li>– Communicate with doctors, nurses or other medical personnel to obtain or clarify medical documentation regarding a claimant's medical condition or functional limitations to assist in the adjudication of Social Security Disability claims pending at the Disability Determination Service office</li> <li>– May communicate with claimant's to obtain functional limitations due to their medical condition</li> <li>– Provide ongoing assistance to doctors in the medical services unit, as well as disability examiners, in the documentation and adjudication of Social Security Disability applications</li> </ul>

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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### APPLICATION PROCESS

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

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