Department of Education
Carmen Fariña, Chancellor

NYC Department of Education
2016 Summer Internship Program
Project Form

INTERNSHIP TITLE:

Medical, Leaves and Records Administration Intern

DIVISION/OFFICE:

Division of Human Resources- Medical, Leaves and Records Administration

ADDRESS:

65 Court Street, Room 201. Brooklyn, New York 11201

OFFICE DESCRIPTION:

Leaves Office
The HR Connect Medical, Leaves and Records Administration handles leave applications when DOE employees need to be absent from work for an extended period of time. This includes Line of Duty Injuries (LODI), Health and Study Sabbaticals, Leaves without Pay, Medical Leaves, Maternity Leaves, Military Leaves, Workers' Compensation, Personal Illness, borrowing Cumulative Absence Reserve (CAR) days, and more.

Medical Office
The HR Connect Medical, Leaves and Records Administration and its Physicians determines whether an employee is "fit for duty", evaluate medical leave requests and LODI applications, determine if medical condition warrants disability retirement, and assess requests for accommodations under the Americans with Disabilities Act (ADA).

Records Office
The Records Office is an essential part of the HR Connect Medical, Leaves and Records Administration. The Records Office is responsible for maintenance of all teacher records and medical records. In addition, the duplication of materials requested for court cases by the NYC Law Department, Department of Education (DOE) legal staff, private law firms, and employees are handled at this location. This office supports all Division of Human Resources (DHR) staff and field employees when necessary and serves as the liaison to the Staten Island Archives Center (SIAC).

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INTERNSHIP RESPONSIBILIES:

The Medical, Leaves and Records Administration Intern will have the experience of supporting the three HRConnect offices.

- The intern will work closely with the Director and Deputy Director of the office to assist with the understanding of the management of the medical, leaves and records requests.
- Learn about Chancellor's Regulations and Guidelines governing the medical, leaves and records procedures in preparation for a rotation of the medical, leaves and records offices.
- Support the office with data collection and analysis.
- Assist with quality assurance of inquiries.
- Support office by assisting with medical appointments, leave processing, and records retrieval.

The intern will occasionally be included in HRConnect operations meetings.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

Good oral and written communication. Proficient in Microsoft Office (Word, Excel and Outlook). Will learn the Oracle tracking system.

SALARY INFORMATION:

This is an unpaid internship.

ADDITIONAL INFORMATION/COMMENTS (Optional):