



Minnesota Department of **Human Services**

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**Executive Pathways Internship Program Information**

Dear Applicant:

Thank you for your interest in the Executive Pathways Internship Program at the Minnesota Department of Human Services (DHS). The Office for Equity, Performance and Development coordinates these paid internships, which are located throughout the agency. Six internships are available for the summer 2016. The duration of the internship program is June 1, 2016 through August 15, 2016.

Each placement is designed to provide in-depth learning opportunities in a state government setting. The Executive Pathways Internship program is a paid internship and interns receive \$17.24 per hour and may work up to 400 hours during the summer.

A brief description of the agency's major business areas is included in this packet, along with a list of Executive Pathways placements available in 2016. For more information visit:

<http://mn.gov/dhs>.

The **application deadline** is December 21, 2015. Ensure that all components of the application including recommendation letters and transcripts are submitted as one PDF or Word document. Late applications will not be given consideration.

Review information about the Minnesota Department of Human Services and this program are available at:

[Minnesota Department of Human Services](#)  
[Mission and Values](#)  
[Office for Equity, Performance and Development](#)

For questions or additional information contact us at [executive.pathways@state.mn.us](mailto:executive.pathways@state.mn.us) or 651-431-3040 or 651-431-3038.

Sincerely,

Executive Pathways Internship Program Coordinator  
Office for Equity, Performance and Development

For accessible formats of this publication or assistance with additional equal access to human services, write to [executive.pathways@state.mn.us](mailto:executive.pathways@state.mn.us), call 651-431-3038, or use your preferred relay service.

**Eligibility Criteria**

- Full-time undergraduate or graduate student enrolled in a degree seeking program
- Majoring in Public Affairs, Public Health, Social Work, Law, Human Services, Political Science, Statistics, or other related area
- Have good academic standing in your current field of study
- Available to work part-time or full-time up to 400 hours total
- Provide an unofficial transcript
- First term graduate students without grades provide an unofficial transcript that shows courses enrolled in and unofficial undergraduate transcript
- Submit two letters of recommendation, one must be from a current academic professor from your current degree program
- Pass a criminal background check before you start your internship
- Provide proof of permission to work in the U.S. before your placement begins

### **Application and Review Timeline**

- December 21, 2015 – Application deadline
- December 2015 to January 2016 – Program coordinator conducts preliminary screening of all applications, conducts first round of interviews and forwards selected applications to placement Supervisors
- Mid-January – February 2016 – Supervisors interviews
- February 2016 – Interviews are completed, selections made, and positions offered
- Beginning of June 2016 – Placements begins

### **Notice of Privacy Protections**

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- The information will be used to determine your eligibility for selection as an Executive Pathways Intern.
- The information will be shared with DHS placement supervisors, human resources personnel, others who will be involved in the hiring process, and as otherwise permitted or required by law.
- You are not required to provide the information requested, however, if you do not complete the application form, skills summary, personal essay, or writing sample (if law student), you will not be considered for participation in the Executive Pathways Program.
- Students should retain copies of all information submitted.

**Minnesota Department of Human Services**

The Minnesota Department of Human Services (DHS) is part of the executive branch of state government, headed by a commissioner appointed by the governor and approved by the state Senate. Appointed by Gov. Mark Dayton on Jan. 11, 2011, Commissioner Lucinda Jesson leads one of the state's largest.

Minnesota's human services delivery system has a strong tradition of providing services for people in need and helping them live as independently as possible. The Minnesota Department of Human Services (DHS) plays a key role in that effort, along with Minnesota counties and tribes – which administer most direct services – and an array of community partners in the private sector. DHS provides oversight and direction for many health and human services programs, making sure providers meet service expectations. DHS employees also provide direct care and treatment to people with mental illness, chemical dependency and developmental disabilities as well as to individuals civilly committed for sex offender treatment.

Examples of the service administered by DHS include:

- An array of health care programs -- including Medical Assistance, MinnesotaCare, the Healthy Minnesota Contribution Program, and the Chemical Dependency Treatment Fund -- which purchase medical care and related home- and community-based services for children, the elderly and people with low incomes or disabilities.
- Economic support programs -- including the Minnesota Family Investment Program, the Diversionary Work Program, child support enforcement, child care assistance, Minnesota Supplemental Assistance, General Assistance, and the Supplemental Nutrition Assistance Program -- which provide assistance to Minnesotans in poverty or at risk of poverty as they work to re-establish their livelihoods.
- Child safety and well-being services designed to identify children subject to or at risk of abuse or neglect, and to intervene to improve the safety and quality of their home life or, if that isn't possible, to place them with safe and loving foster, relative or adoptive families.
- A number of grant programs to support local delivery of human services for a variety of populations in need, including recent refugee immigrant populations, adults and children with mental illness or substance abuse problems, people who are deaf or hard of hearing, vulnerable adults and the elderly.
- Direct care provided through a statewide array of community-based and residential services for people with mental illness, chemical dependency, developmental disabilities and/or an acquired brain injury, some of whom are civilly committed by the court because they may pose a risk to themselves or others.
- Inpatient services and treatment to people who are committed by the court as a sexual psychopathic personality or a sexually dangerous person.

For detailed information about the Minnesota Department of Human Services, please visit our website: <http://mn.gov/dhs>.

# 2016 Executive Pathways Internship Descriptions

(All students should be proficient with MS Office)

## Community Supports

### Administration Operations

In this position, the intern will collaborate with staff to increase the availability of data/information and appropriate measures of effectiveness of adult mental health programs and grants; develop reports, methods and tools to provide information for decision making purposes; conduct analysis of existing data and generate reports that are useful to leadership; recommend methods to improve data analysis and improve information availability; assess program goals and effectiveness, recommending possible changes to data collection methods as necessary, and assist with the exploration of legislative concepts, data, and measures in preparation for the next legislative session.

**Preferred Education Qualifications:** Undergraduate or graduate student in Business Administration, Human Services, Public Administration/Policy, Public Health, Social Work, Sociology

**Skills:** Quantitative and report writing, analytical, data collection and/or analysis, evaluation

## Community Supports

### Adult Mental Health

The intern will work closely with Adult Mental Health division staff, work within community provider settings and meet with individuals and in focus group settings with Intensive Residential Treatment Services (IRTS) recipients; perform qualitative research on recovery outcomes focusing on the experiences of individuals who receive IRTS; interview IRTS recipients in person to learn how IRTS supported their recovery goals, and discover how recipients identify their own recovery; collect recipients' ideas about problems with the IRTS service model; develop a summary report; will travel to metro and to greater Minnesota IRTS programs sites.

**Preferred Education Qualifications:** Undergraduate or graduate student in Human Services, Political Science, Psychology, Public Administration/Policy, Public Health, Social Work

**Skills:** Qualitative and report writing, analytical skills, evaluation, writing

**Travel:** Travel to locations outside of St. Paul

## Health Care Administration

### Member Provider Services/Benefit Recovery Section

The Benefit Recovery Section (BRS) is a section that is entrenched in the law. The intern working in BRS will work with Tort Recovery, Special Recovery and Health Insurance Recovery units. The intern will perform file audits for open case files in the area of personal injury and tort to determine next steps of the file. In the Tort Recovery unit; will review trusts in the Special Recovery Unit (SRU) and audit county recovery policies to ensure compliance with the law and SRU expectations; will perform legal research in areas of Medicaid and Medicare, and statutes that affect Health Insurance Recovery Unit (HIRU) programming; will perform legal writing, drafting legal memorandum and letters that may be utilized for communications with health insurance carriers.

**Preferred Education Qualifications:** Law student

**Skills:** Legal research and writing, analytical skills

## **Health Care Administration**

### **Office of Medical Director**

The intern will assist and support the activities of several newly formed integrated perinatal care collaborative for high-risk pregnant women; located in areas of the state where there are significantly elevated rates of adverse birth outcomes including substance-exposed and low birth-weight newborns; be involved in activities to assist members of the collaborative in reaching consensus on a desired model of integrated care, identify gaps in communication and coordination, and establish best practices for service delivery; such efforts will focus on planning and implementing systematized screening, collaborative care planning, referral, and follow up for behavioral and social risks known to be associated with poor birth outcomes; when appropriate, this will include integration of medical, chemical dependency, public health nursing, and social services including supportive child protection processes and activities; assist the collaborative with capacity to measure their activities to track improvement and report outcomes.

**Preferred Education Qualifications:** Graduate student in Human Services, Political Science, Public Administration/Policy; Public Health; Social Work; sociology

**Skills:** Preferred ability to communicate in different languages such as Ojibwe/Anishinaabe

## **Community and Partner Relations**

### **Office of Equity, Performance and Development, Agency and County Performance**

The goal of this project is to quantitatively measure predictors of successful outcomes, and identify strategies that Minnesota Department of Human Services (DHS) can adopt to assist children that are homeless. The intern will work closely with coordinator to assist in evaluating the effectiveness of programs and services; help plan, develop and implement program evaluations across many programs at the DHS; perform an analysis of homeless children served by DHS; review DHS programs serving children that are homeless, and data DHS received from the Minnesota Department of Education to better understand the impact DHS

services have on the outcomes of children that are homeless; to assist in measuring the outcomes, the intern will analyze data from DHS, Minnesota Housing Finance Agency, and Minnesota Department of Education; and conduct qualitative analysis of key staff at DHS; summarize the project in a report that can act as a guide for DHS staff on the issue of childhood homelessness.

**Preferred Education Qualifications:** Graduate student in Business Administration, Human Services, Law, Political Science, Psychology, Public Administration/Policy, Public Health, Social Work, Sociology

**Skills:** Quantitative and report writing, evaluation, analytical skills, writing

## **Children and Family Services**

### **Community Partnerships and Child Care Services, Office of Economic Opportunity**

Make a significant contribution to DHS's effort to make Family Assets for Independence in Minnesota (FAIM) an inclusive program that has measurable impacts on participant's asset development, and is open and accessible to all potentially eligible participants. The purpose of FAIM is to help low-income working Minnesotans increase savings, build financial assets and enter the financial mainstream. While working with DHS staff and FAIM leaders, the intern will conduct in-depth analysis of key areas of the FAIM program including: helping identify and gather best practices of financial coaching within the program; research implementation of State grant funds supporting financial coaching, and identify best practices, and update an evaluation of the return on investment of the FAIM program; travel to FAIM program sites throughout the state to meet with financial coaches, observe financial literacy classes, and attend FAIM practitioner work groups and council meetings; create a document FAIM practitioners can use to leverage private funds and improve program implementation – helping FAIM savers be as successful as possible.

**Preferred Education Qualifications:** Undergraduate or graduate student in Human Services, Psychology, Public Administration/Policy, Public Health, Social Work, Sociology

**Skills:** Quantitative and report writing, evaluation, analytical skills, writing

**Travel Required:** Travel required

**Application Deadline:** December 21, 2015, Illegible, incomplete or late applications will not be considered.

#### **Program dates interns must attend:**

Intern Orientation	May 25, 2016	1:00 to 3:00 pm
Internship Welcome	June 07, 2016	9:00 to 10:00 am
Internship Meeting	June 15, 2016	1:30 to 2:30 pm
Internship Trip*	June 28, 2016	8:00 to 4:30 pm
Internship Meeting	July 12, 2016	1:00 to 2:00 pm

Internship Meeting	July 26, 2016	1:00 to 3:00 pm
Internship Meeting	August 2, 2016	1:00 to 3:00 pm
Internship Meeting	August 9, 2016	1:00 to 3:00 pm
Program Reception	August 11, 2016	1:00 to 2:00 pm

\*Date is subject to change

### **Application Checklist:**

1. \_\_\_\_\_ Application Form
2. \_\_\_\_\_ Sample of Legal Writing (if law student)
3. \_\_\_\_\_ Two Letters of Recommendation
4. \_\_\_\_\_ Resume
5. \_\_\_\_\_ Unofficial Transcript
6. \_\_\_\_\_ Equal Opportunity Applicant Tracking Form\* (optional)

Submit application electronically, by mail or in person. If you submit your application electronically, submit all materials as one PDF or document to [executive.pathways@state.mn.us](mailto:executive.pathways@state.mn.us).

### **Mailing Address:**

Executive Pathways Internship Program  
 Minnesota Department of Human Services  
 P.O. Box 64997  
 St. Paul, MN 55164-0097  
 Phone: 651-431-3038 or 651-431-3040

### **Site Location:**

Elmer L. Andersen Human Services Building  
 540 Cedar Street  
 St. Paul, MN 55101-2208

- Full-time undergraduate or graduate student enrolled in a degree seeking program
- Majoring in Public Affairs, Public Health, Social Work, Law, Human Services, Political Science, Statistics, or other related area
- Have good academic standing in your current field of study
- Available to work part-time or full-time up to 400 hours total
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