



Connecting Older Adults with Community-based Resources and Options

AGING RELATED INTERNSHIP OPPORTUNITIES - 2018

AgeOptions is committed to improving the quality of life and maintaining the dignity of older persons and those who care about them. AgeOptions is a not-for-profit corporation designated by the Illinois Department on Aging as the Area Agency on Aging for suburban Cook County. As a catalyst for connecting older persons and caregivers to resources and service options, we are nationally recognized for our innovative programming, networking with community based senior service agencies, excellent service provisions, and advocacy efforts on behalf of older persons. Our offices are conveniently located in downtown Oak Park, Illinois, near the Lake Street El and North Western train.

All unpaid internship opportunities will include orientation to the agency and basic Information & Assistance training to provide the intern with diversity of experience, familiarity with existing senior and caregiver services programs, and opportunities to identify gaps in services.

Students will benefit from hands-on, experiential learning, including involvement in professional meetings and in-services. Specific opportunities AgeOptions currently has available (may focus on one or any combination depending on the interests/abilities of the student and the needs of AgeOptions). You will have the opportunity to work with management on grant-funded programs and witness presentations at libraries and other community organizations.

Currently, we have the opportunity for an intern who would be available weekly on a regular basis. Period of internship is flexible, and internship assignments will be negotiated based on time available, interests of the student, and needs of the agency. Internship opportunities are listed below and can give you a brief understanding of what you may be working on. Projects may be combined contingent with need.

1. Urban Planning and Policy

In this internship role you would be assisting with the following:

- Analyze and manipulate census and American Community Survey data
- Review demographic trends
- Assist Planning Specialist on developing our new Area Plan including needs assessment, analyzing demographics and special studies as needed
- Aide with the development of the Nutrition and Health Promotion request for Proposal
- Lend expertise in transportation planning

2. Advocacy /Policy Support

Intern will support AgeOptions Advocacy Task Force staff. As assigned will research issues to assess or formulate legislative ideas, assists in the maintenance of membership listing and e-mail distribution lists for full Task Force and sub-committees, prepares or compiles meeting notices and supporting materials, prepares notes of meetings, assures that action items are identified and followed-up, assists sub-committees to schedule and conduct calls (meetings) prior to full Task Force Meetings and provides summaries of recommendations. Follows-through on assigned tasks including legislative and policy advocacy campaigns and performs other activities as assigned. Maintain up to date contact list of legislators and aids, both state and federal. Ability to leap tall buildings a plus.

This description reflects the types of assignments and activities the Intern may engage, but the timing of the activities and plans of the Task Force probably will vary throughout the year.

3. Benefits Access

The Benefits Access program is designed to ensure that all older adults in suburban Cook County are enrolled into the public benefit programs for which they are eligible. The Benefits Access program focuses on: Supplemental Nutrition Assistance Program (SNAP) which assists with food costs; Medicare Savings Programs (MSP) which assists with Medicare premiums; Extra Help which assists with Medicare prescription costs and Medicaid which assists with healthcare costs. The intern will assist in connecting clients with public benefit programs by providing education, screening them for eligibility and enrolling them into all public benefits for which they are eligible. The intern will also educate members of the community about the available benefit programs. The intern will provide assistance and referrals on other issues as needed.

Responsibilities

- Provide clients with information and assistance about public benefits programs
- Assess eligibility for public benefits by completion of an over-the-phone financial intake
- Enroll clients in benefit programs
- Follow-up to make sure benefits are received
- Comply with AgeOptions policies and guidelines including those for confidentiality and documentation of counseling services

The intern will, after adequate training, have the opportunity to participate in community outreach. Outreach may include:

- Conducting Presentations
- Attending Senior Fairs
- Organizing Outreach Events
- Organizing Outreach Material

3. Information and Assistance

Information and assistance is a service that supports older adults, people with disabilities, and caregivers in assessing their needs, identifying the most appropriate service(s) to meet their needs and linking the individual to the agencies providing the needed service(s). Learn how to look beyond the presenting problem and the appropriate response to the requests for information, answering their questions and providing specific information about community resources. Develop the skills to empower clients while also respecting their self-determination. Information and Assistance can include calls, letters, e-mails, and on occasion an office visit from older adults, people with disabilities, caregivers, and other service providers. Gain exposure and knowledge about the programs and services available for older adults and people with disabilities in suburban Cook County including programs such as Medicare, Extra Help through Social Security, Medicaid, Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps), Community Care Program (CCP), transportation assistance, home delivered meals, and a variety of other programs and benefits. Utilize the Harmony database for client entry and service/resource research. This is an opportunity to experience the intricacies of the aging network by direct situational experiences.

4. Take Charge of Your Health

The Take Charge of Your Health program is an evidence-based health promotion program offered to older adults throughout suburban Cook County. This is an interactive six week class taught by two volunteer leaders that helps individuals with chronic conditions learn to self manage their disease. This program is offered in other languages. There is also a version of the class designed specifically for individuals with diabetes.

The Take Charge of Your Health intern will assist AgeOptions to outreach into the community, find community sites to host the program and promote the program to older adults. This coming year, there will be a particular focus on expanding our Take Charge of Your Diabetes program. The intern will be asked to take the lead on developing an event or webinar to increase the involvement of healthcare providers in the program by either hosting classes or making referrals to the program. The intern will learn about building community partnerships, developing outreach and funding strategies and understanding evidence-based health promotion models.

5. Elder Rights

AgeOptions coordinates two significant elder rights programs, both funded by the Illinois Department on Aging. These include Adult Protective Services, which responds to reports of abuse, neglect and exploitation of older adults and adults with disabilities living in the community and the Ombudsman Program, which advocates for the rights of residents of long-term care facilities. With funding from the Wells Fargo Foundation, AgeOptions is also developing an Illinois Financial Abuse Specialist Team (iFAST). iFAST brings together a variety of professionals in finance, law enforcement and social services to engage in community education and case consultation to help prevent and respond to financial exploitation of older adults. An Elder Rights intern would have the opportunity to work on a variety of projects, based on individual skills and interests. Potential projects include:

- Analyzing adult protective services data and thoughtfully presenting/displaying findings
- Researching trends and best practices in preventing and responding to abuse, neglect and exploitation; drafting proposals and policy recommendations based on emerging legislation
- Conducting community outreach to identify new iFAST partners and opportunities for collaboration
- Organizing iFAST agendas that integrate timely news or current events
- Conducting community education presentations on Adult Protective Services and iFAST
- Organizing iFAST community events
- Developing necessary educational and outreach materials relating to elder rights

6. Grandparents and Other Relatives Raising Children

AgeOptions and our network of 9 funded Caregiver Resource Centers helps relatives raising children through support groups, benefits applications, counseling, referrals and limited financial assistance. This internship opportunity includes activities such as the following:

- Researching and meeting with representatives of local and regional children's services organizations
- Creating a resource map of services to assist relatives raising children in suburban Cook County
- Gathering best practices for serving grandparents and other relatives raising children from other Area Agencies on Aging in Illinois and beyond
- Developing recommendations for AgeOptions to better reach and serve this growing population

HOW TO APPLY:

Interested students should e-mail the completed application below with a cover letter and their resume with the header "INTERNSHIP" to HR@AgeOptions.org. All internships are held Monday – Friday during normal business hours from 8:15am - 4:45 pm. Undergraduate or Graduate students encouraged to apply. Please visit our website at: www.ageoptions.org for further information. We look forward to working with you to enhance your education. Thank you for considering AgeOptions!



Internship
Program
Application

Date: _____

Name: _____

Name of College or University _____

Type of Degree ___ Bachelors ___ Masters ___ Doctorate ___ Other _____

Year in School _____

Area of Study _____

Expected Graduation Date (your year in school) _____

Degree awarded upon graduation _____

Does your school require that you complete this internship? ___ Yes ___ No

How did you hear about the AgeOptions internship?

Does your internship supervision need any specific degrees, licenses or experience (i.e., MSW, LCSW, etc.) If so, please list here: _____

Days of the week needed for the internship: _____

When would your internship start and end (i.e. May 30, 2016– May 30, 2017)?

Reflecting on the list of AgeOptions' Internship Opportunities, please list which internship opportunities interest you:

Please describe your interest in working with the older adult population

Skills/Experience

Please describe why you would like to do an internship at AgeOptions:

What skills, talents or expertise can you offer AgeOptions? Anything else you may wish to add.

Please submit this completed application, along with a resume and cover letter to HR@AgeOptions.org.

Human Resources
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