



**2019 Internship Program**

**Office of the Chief Administrative Officer**

## **Description**

This is a recent program at the County. The general objectives are:

- To provide a candidate with exposure to operations and decision-making processes across the services provided by the County and its member municipalities.
- To produce at least one major report on a topic of importance to the County or its member municipalities
- To develop candidates who may consider a career in local government either here or elsewhere in the municipal sector

The Intern will be attached to the CAO's office and will report to the CAO directly. Over the course of the internship the CAO and each department head will allow the intern to "shadow" each of the senior management team to gain an understanding of the operational priorities and decision-making processes in their respective departments.

The intern will normally be required to complete at least one or more major project on a topic of importance to the County and/or its 14 member municipalities. The 2019 topics will be:

- Research recruiting strategies for the Long-term Care employees with a focus on rural home settings.
- Research various funding models for homeless shelters across Ontario
- Develop strategies to improve the culture within social housing communities

Exceptional communication, presentation, report writing and organizational abilities are required. Computer skills, creativity and public engagement skills are also needed to be successful in this position.

## **Duration:**

The internship will commence as soon as possible and end on August 30, 2019.

## **Remuneration:**

The position will be paid at \$20 per hour on a 35 hour per week basis.

## **Job Responsibilities:**

- Have the ability to conduct research including literature reviews and interviews
- Have experience in developing and delivering presentations
- Have comprehensive computer expertise in Microsoft Word, Excel and PowerPoint in order to prepare presentations, populate spreadsheets and databases and prepare well written reports
- Be conscious of their role in the representation of the County in the public forum

- Attend all staff training sessions pertinent to the position
- Have the ability to multi-task based on their level of responsibility
- Have an understanding of our organization's policies, practices and procedures and adhere to all WHMIS Legislation as it applies to assigned duties
- Follow appropriate channels of communication in dealing with staff and public
- Keep neat, complete and accurate records of all work activities
- Have an ability to focus attention on details
- Have a valid driver's licence and have access to a vehicle as the position will include some travel
- Have the ability to work in a team environment to ensure coordination between organization's initiatives
- Perform other duties as assigned

**Qualifications/Skills:**

- Be enrolled in a recognized university or community college
- Present a responsible and respectable presentation to the public at all times.
- Document all activities to ensure reproducibility of program from year to year.

**Applications to be sent via email no later than April 26, 2019 to:**

**Jim Pine CAO c/o Cathy Bradley [bradleyc@hastingscounty.com](mailto:bradleyc@hastingscounty.com)**