



700 South Drive, Suite 203 Hopewell Junction, NY 12533  
Phone: (845) 452-5772 Fax: (845) 452-9338

## **FIELDWORK/INTERNSHIP OPPORTUNITIES**

*Greystone Programs is a non-profit, human services agency committed to providing quality services and life enriching opportunities to children, adults and families with autism and other developmental disabilities.*

The following is a sample of Internship/Fieldwork opportunities offered:

### **Day Habilitation Direct Care:**

Shadow a Direct Support Professional as they provide supports and services to children or adults with developmental disabilities in our Day Habilitation programs. Serve as a role model and teach daily living, communication and social skills; engage participants in recreational, volunteer and community activities; and assist them in achieving personal goals.

***Located in Poughkeepsie, Wappingers Falls and Warwick.***

### **Residential Direct Care:**

Shadow a Direct Support Professional as they provide hands-on supports and services to developmentally disabled adults in our community based homes. Assist with daily living skills, promote community inclusion, and support individuals in reaching personalized goals.

***Homes are located in Orange and Dutchess and Ulster counties.***

### **Behavior Specialist Assistant:**

Work closely with staff Behavior Specialists and learn about behavioral treatment plans for individuals with developmental disabilities such as autism. Shadow Behavior Specialist at clinical meetings; collect and chart behavioral data. Students must be willing to travel to one or more program sites in the local area. Valid driver's license and computer skills, including Microsoft Excel, (for data collection and charting), needed.

### **Administrative Assistant:**

Work in a fast-paced office environment supporting one or more departments with their clerical needs. Develop skills with typical office equipment and fine tune your professional business skills through a wide range of administrative assignments. Typing skills and proficiency in Microsoft Word/Excel required.

***Position based in Hopewell Junction.***

### **Marketing Assistant:**

Gain experience with marketing, communication and graphic arts design by working with our Director of Development on projects to promote our non-profit within the local community. Student should have strong graphic design skills using today's technology to design and distribute marketing materials.

***Position based in Hopewell Junction.***

### **Human Resources Assistant:**

Excellent opportunity for a student interested in pursuing a career in Human Resources. Gain knowledge about labor laws, union relations, and recruitment. Experience the interviewing and hiring process; screen resumes, schedule applicants for interviews, provide e-mail and phone contact with applicants; verify previous employment and obtain references. Opportunities to get involved in special projects such as internal systems audits; conducting phone surveys, creating flyers; collecting data and preparing reports. Student must have strong typing and computer skills including Microsoft Word and Excel; have excellent verbal and written communication skills and strong attention to detail.

***Position is located in Hopewell Junction.***

### **Information Technology Assistant:**

Assist our small, knowledgeable IT staff and learn to troubleshoot typical business computer and communication issues at our program sites and administrative headquarters. Develop your understanding of networks and assist remote users through special assignments. Students will need to be proficient in computer hardware and business software with some basic knowledge of networking.

***Position is based in Hopewell Junction with some travel to program sites.***

Fieldwork and Internships are unpaid opportunities for college credit only. They may be part time or full time and hours are generally flexible to meet the needs of the student.

### **Additional Requirements:**

- Tuberculosis Screening/PPD
- Completed Internship application
- Internship/Fieldwork Agreement

### **For more information contact Human Resources at Greystone Programs, Inc.,**

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