

Gain on-the-job experience as a DTA Works Intern!

Do you get TAFDC cash assistance?

The DTA Works Program lets **TAFDC** clients work as interns at DTA, as well as other state agencies and local partners.

If you are a DTA Works intern, you will:

- Earn a monthly stipend (this is in addition to your benefits and will not affect your TAFDC or SNAP).
- Enjoy a supportive work environment with one-on-one feedback and check-ins.
- Learn the skills you need to succeed in an office environment.
- Fulfill your work requirement and be eligible for childcare and transportation supports.

Interested? *Your future begins today!*

Email your resume to DTAworks@state.ma.us in order to be considered. You may then be called for an interview and a CORI check.

Call 617-348-8436 for more information.



DTA Works has led clients to career pathways with:

- Department of Transitional Assistance
- Department of Children and Families
- Massachusetts Registry of Motor Vehicles
- Department of Higher Education
- Lynn Economic Opportunity, Inc.
- Action for Boston Community Development



Believing you can.

www.mass.gov/dta



Need administrative help for your office?

DTA is excited to offer the DTA Works Intern Program, where organizations can host an intern that will assist your office with entry level clerical and administrative duties, while also allowing the client access to a supportive work environment, individual mentoring, and the ability to gain job skills. These interns are paid a stipend which is funded and administered by DTA. Clients must be receiving TAFDC benefits in order to be eligible.



If you are interested in hosting an intern at your site, we would ask that you provide the following:

- A workload sufficient for 30 hours per week
- Direct supervision to provide job responsibilities to intern
- Communication with program supervisor regarding any intern issues
- Monthly intern evaluations

In exchange for hosting an intern, you will gain the following:

- Administrative support at no cost to you
- One on One DTA mentoring and feedback
- The opportunity to help a TAFDC client and their families begin their journey to self sufficiency



If you are interested in hosting an intern,

- Follow up directly with DTA Works Program Supervisor. We will work to recruit an intern specifically for your office needs. If you have a specific client you would like to be placed, you can send their resume directly to DTA Works and we will review their case to determine their eligibility.
- Each client will have to be interviewed and have their CORI processed. DTA will facilitate this process, and we invite host agencies to participate in interviews to ensure the most qualified candidate is chosen.
- Once the candidate is chosen and their CORI is cleared, we will assign the intern a start date. The DTA Works Program Supervisor will conduct an orientation with the client and will check in with the intern monthly to monitor their progress.

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DEPARTMENT OF TRANSITIONAL ASSISTANCE

The DTA Works Internship Program

About DTA

The mission of the Department of Transitional Assistance is to assist and empower low-income individuals and families to meet their basic needs, improve their quality of life, and achieve long-term economic self-sufficiency. Located within the Executive Office of Health and Human Services, the Department ensures that the emergency and transitional needs of the individuals and families of the Commonwealth are met through a combination of federal- and state-funded programs. Massachusetts has a comprehensive system of programs and supports to provide to individuals and families in need in order to achieve greater economic self-sufficiency.

The DTA Works Internship Program

Since its creation in 2008, DTA Works has provided internship opportunities to clients with considerable barriers to employment and little or no work experience. In FY16, 70% of our clients who went through the internship were working full time. Clients have been hired as various state agencies including DTA and DCF, as well as non-profit partners such as ABCD and Lynn Economic Opportunity, Inc.

How the Program Works

Selection Process

Clients who are interested in participating in DTA Works must meet the following eligibility criteria:

- Receiving TAFDC;
- Able to participate in an interview; and
- Able to pass a CORI check.

Participation

Interns will provide a range of clerical duties for local DTA offices. While participating in the program, the interns receive a monthly education and training stipend of \$100 per week. This payment is in addition to their benefits and does not affect their TAFDC grant or their Supplemental Nutrition Assistance Program (SNAP) benefits.

The internship is 24 weeks, with the possibility of a 4 week extension.

Support Roles

Intern Supervisor

This individual is responsible for the overall supervision of the program, and works closely with the mentors at each of the DTA offices. The Intern Supervisor is responsible for:

- Assisting with initial placement by reviewing the job duties and skill sets needed for the position with the appropriate TAO staff.
- Conducting bi-weekly check-ins with the interns (this will consist of a combination of site visits and telephonic conversations).
- Providing an on-going assessment of each client during the internship.
- Providing clients with one-on-one supervision and on-the-job training.
- Working with the mentor to customize and present the final evaluation.

Mentors

Each DTA field office has identified a supervisor or manager to fill this role. Mentors are responsible for:

- Allowing the client to participate in job shadowing and on-the-job-training as needed.
- Discussing information related to client's progress with the Intern Supervisor.
- Communicating with the client regarding their performance and/or goals on an on-going basis.
- Completing monthly evaluations documenting the client's progress.

How to Apply:

Interested clients can submit their resumes directly to dtaworks@state.ma.us and DTA staff will follow up with the client.

For more information

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