

PUBLIC SERVICE INTERN - UNPAID
Chicago Fire Department (CFD) – Human Relations

JOB ANNOUNCEMENT

Number of Openings: 1

The Employee Assistance Program (EAP), administered by the Human Resources Division, is a means to support Chicago Fire Department (CFD) personnel and their families. The program provides CFD personnel and their families', a confidential means of finding solutions to a variety of work related problems. Interns will have the opportunity under clinical supervision of our Employee Assistance Counselor and Coordinator of Human Relations to work in an internal EAP program.

ESSENTIAL DUTIES

Duties will include the assessments of employees' clinical needs, both voluntary and mandated for treatment; observation of training, developing monthly drills for our Share-point page, under supervision provide crisis and brief counseling to our members and their immediate family. Other duties may include filing, answering phones, follow-up phone calls and miscellaneous clerical duties. Intern will be expected to perform related duties as assigned.

LOCATION: Chicago Fire Department – Human Resources Division
1338 S. Clinton, Chicago, Illinois 60607

Note: Internship to begin June 1, 2020 with minimum three (3) month duration. Interns will work three (3) days a week for approximately six (6) hours each day.

THIS IS A TEMPORARY POSITION

Education, Training, and Experience

- Graduate student majoring in Social Work, Psychology, or other mental health related fields. Preference will be given to those with a strong emphasis on substance abuse and exposure to trauma.
- Must be a student in good academic standing currently enrolled in an accredited college, university, or law school OR a student in good academic standing currently enrolled in an accredited business or data processing/ information technology school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.
- Students must maintain the required GPA throughout the duration of their employment / internship

Internships are limited to one, 12 month, academic year. Students are limited to working one internship (lasting no more than one 12 month academic year) per City Department.

Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Salary: UNPAID

Closing Date: May 29, 2020

Application Instructions:

Interested applicants should forward all the required documentation to:

Chicago Fire Department
CFDHumanResources@cityofchicago.org
(Add CFD – Human Relations Intern in subject line)

NOTE: To be considered, your Resume, Transcripts (official or unofficial) and Current Letter of Enrollment Verification from the School's Registrar/Dean (or National Student Clearinghouse Proof of Enrollment Certification) confirming current enrollment and grade level must be submitted at the time of application AND at time of hire.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer

City of Chicago
Lori E. Lightfoot, Mayor

Chicago Fire Department
Richard C. Ford II, Commissioner

Department of Human Resources
Soo Choi, Commissioner