



Department of **DISABILITY & AGING**

Position: Disability and Aging Intern

Location: Nashville, Tennessee

Salary: \$19 per hour

Job Description

The Department of Disability and Aging is seeking an intern to work in Human Resources assisting with various Department projects, including Aging, Legal, Program Operations, and more.

Key Responsibilities

An intern will have responsibility reviewing, editing, and proofreading, and creating projects and documents for various units. Responsibilities can be tailored to the individual's skills and career interests.

Education and Experience

This opportunity is open to any student interested in public policy, legal, disability rights, and/or human resources who is currently enrolled (full-time or part-time) in either a two-year program or a four-year undergraduate or graduate program as a degree-seeking student in their third or fourth year of study within an accredited college or university.

Skills and Abilities

- Strong written and oral communication.
- Ability to solve problems and think creatively.
- Ability to work within a team.

About DDA

The Department of Disability & Aging is the state agency responsible for providing services and support to more than 1.5 million Tennesseans with intellectual and developmental disabilities and to older Tennesseans. For people with intellectual and developmental disabilities, this is done through programs such as, but not limited to, the home and community-based waiver programs, Tennessee Early Intervention System ("TEIS"), Katie Beckett Program, Medicaid Alternative Pathways ("MAPs") Program, and Family Support Program. For older adults, some of those programs include CHOICES, State Health Insurance Assistance program ("SHIP"), home and community-based



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programs, nutrition services, caregiver support, transportation assistance, and public guardianship.

The department supports people to live the lives they envision for themselves by ensuring people are free to exercise rights, engage with their broader communities and experience optimal health. DDA is the first state service delivery system in the nation to receive Person-Centered Excellence Accreditation from the Council on Quality and Leadership. It has also been recognized as a national leader in its efforts to increase competitive, community-based employment outcomes for people with disabilities and its commitment to enhancing independence through Enabling Technology.

Interested candidates: Please send resume to Nicole.Hubbs@tn.gov



Pursuant to the State of TN's policy of non-discrimination, the State of Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.