

# REACH UP PROGRAM INTERN

**Occupational Category:** Human Services

## UNPAID INTERNSHIP

Reach Up is the TANF (Temporary Assistance to Needy Families) program in Vermont and consists of Reach First, Reach Up, Reach Ahead, and Post-Secondary Education (PSE). The program provides basic needs for Vermont families living in poverty, while assisting them in working towards financial well-being through employment and training programs. For more information on the programs, please visit:

<http://dcf.vermont.gov/benefits/reachup>

**Position Description:** The Reach Up Program Intern will work directly with Reach Up Central Office staff at the Waterbury State Office Complex. The work will focus on extending the capabilities of professional or managerial positions. The role may involve research, data collection and analysis, reporting, as well as an assortment of special projects that can be modified to suit a variety of human services related concentrations, interests, and skills.

Duties are performed under the general supervision of the Reach Up Program Manager. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

**Environmental Factors:** Work is performed in a standard office setting.

**Special Requirements:** Candidates must pass any level of background investigation applicable to the position. AHS Policy 4.02, Hiring Standards, pursuant to 20 V.S.A. 2056c or other applicable statutory authority, requires criminal record checks for all AHS positions, including motor vehicle driving record checks and national record checks where appropriate

To be considered, please send your resume and cover letter to [miranda.gray@vermont.gov](mailto:miranda.gray@vermont.gov)