

Intern Job Title: Employment Security Representative
Intern Occupation: Government Analyst

Internship Start Date: 00/00/0000
Internship End Date: 00/00/0000

Supervisor: Exit Smith, State Veterans Program Coordinator

Job Description and Qualifications:

The Employment Security Representative Intern will gain experience in working with state work agencies throughout the bureau of one stop. The intern will also gain experience in serving as a liaison between state agencies and the local workforce development boards. This position reports directly to the Supervisor. The primary responsibility of the Employment Security Representative Intern is to assist the veterans program team in day to day business. Other duties may also be assigned as needed.

Duties:

- Utilizes Veteran Program Letters (VPLs) to assist Jobs for Veteran State Grants (JVSG) personnel inclusive of Disabled Veteran Outreach Program (DVOP) Specialist and Local Veteran Employment Representatives (LVER).
- Ensures Florida JVSG policies are in alignment with all Federal regulations/requirements in accordance with relevant Veteran Program Letters (VPL).
- Reviews most current policies and procedures for the purpose of assisting in the development of new training modules.
- Performs basic administrative tasks.
- Assists in the management of the JVSG.

Learning Objectives:

- Understand the Veteran Program Letters that directly correlate to the JVSG.
- Will develop business administration skills such as maintaining current knowledge of JVSG law/guidelines.
- Become familiar with the Veteran Readiness and Employment (Ch. 31) Program reporting procedures and case management process.
- Become familiar with Wagner Peyser (WP) and Workforce Innovation and Opportunities Act (WIOA).
- Understand basic veteran services inclusive of Priority of Service (POS), veteran intake process, case management, and job-development.
- Understand grant management to include funding, staffing, and respective reporting.
- Become familiar with basic administrative functions such as but not limited to: Outlook, Excel, PowerPoint, and MS Teams.
- Become familiar with the Employ Florida platform and all aspects relating to the Wagner Peyser (WP)/JVSG programs.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

Other Information:

- Office hours are Monday through Friday from 8 a.m. to 5:00p.m. with a 1-hour lunch.
 - Intern will be off for Federal holidays.
 - Immediate supervisor will provide instructions on work hours during other office closures (i.e. natural disasters).
- The Intern will be required to summarize their experiences on a weekly basis.
- The Intern will be required to handle tasks from prior week's training.
- Immediate supervisor will work with the intern to search for full-time positions within the Intern's desired industry.
- Immediate supervisor may assign additional support tasks as needed.

Education and Experience Requirements:

- Must be able to commit to a 40-hour work week for at least a 3-month period.
- Basic Non-Commissioned Officer (NCO) school required.
- Professional appearance, clear speaking voice, and excellent interpersonal skills are required.
- Basic computer skills including Microsoft Office software and ability to multi-task.

State Veterans Program Weekly Curriculum

Week One:

1. Orientation
 - a. Onboarding:
 - i. Former introductions, employee parking, office layout, identification badge/passcode instructions
 - ii. New Employee Orientation/Assigning Staff to Serve as Trainer
 - b. Required Human Relations (HR) paperwork:
 - i. DEO Security Awareness Form
 - ii. Sign Individual Non-Disclosure and Confidentiality Certification Form
 - iii. Sign Media Policy, Code of Conduct, and Professional Appearance Policy
 - c. Required Training:
 - i. DCF Security Awareness
 - ii. DCF HIPPA Information Act
 - iii. ADA Training PowerPoint
 - iv. Diversity Training PowerPoint
 - v. Sexual Harassment Training PowerPoint

Weeks Two – Seven:

1. Become familiar with the JVSG Program to include the roles and responsibilities of both the DVOP and LVER
 - a. Review VPLs:
 - i. 3-14 (Ch. 1 & 2)
 - ii. 03-19
 - iii. 07-09
 - iv. 07-19
 - b. Review policies:
 - i. Staffing
 - ii. Priority of Service
 - iii. Veterans Intake
 - iv. Veteran's Case Management
 - v. Florida Jobs for Veterans State Grants (2020 – 2023)
 - c. Veterans Quarterly Management Report (VQMR):
 - i. Data compilation
 - ii. Metrics
 - iii. Success stories
 - iv. Best practices
 - v. Staffing changes
 - d. Understand grant management to include:
 - i. Funding
 - ii. Staffing

- iii. Respective reports.
- 2. Administrative Training:
 - a. Routing
 - b. Excel
 - c. PowerPoint
 - d. Outlook
 - e. Adobe PDF
 - f. MS Teams

Weeks Eight – Ten:

- 1. Veteran Services:
 - a. POS
 - b. Veteran intake process
 - c. DVOP referral (eligibility)
 - d. LVER referral (eligibility)
 - e. Referring veteran clients to appropriate staff for further individualized assistance
 - f. Activity codes and case notes
 - g. Community resources
 - h. Community/Employer outreach

Weeks Eleven – Twelve:

- 1. Chapter 31 Veteran Readiness & Employment (VR&E):
 - a. Department of Veterans Affairs (VA) Memorandum of Agreement, Sep. 20th, 2020
 - b. VPL 01-16
 - c. Intensive Services Coordinator (ISC) introduction
 - d. 201 Report
 - e. Referral Letter
 - f. Progress Reports
- 2. VA Work-Study Program:
 - a. Overview
 - b. Eligibility
 - c. Application process
- 3. Workforce Innovation and Opportunities Act (WIOA):
 - a. Wagner Peyser

Week Thirteen:

- 1. Professional Enhancement Objectives:
 - a. Intern will be asked to complete an internship survey.
 - b. Intern will tailor their resume to include tasks completed during internship.
 - c. Intern will complete at least one job application.
 - i. Intern will tailor their resume to the job.

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

- ii. Intern will complete a mock interview for the position.
2. Turn in identification badge.
3. Be removed from staff access (i.e. email, Employ Florida website, staff building access code).

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.