

**Department of Health and Hospitals
Office for Citizens with Developmental Disabilities
Intern Job Description**

Background

Individuals with developmental disabilities may qualify for waiver services which allow them to receive supports and services in their home rather than in an institution. Currently, when an individual is approved for a waiver, he or she is given a list of service providers; however detailed information about the types and quality of services for each provider may not be included. Federal law requires that Medicaid recipients can choose from any provider qualified to perform the services required and who is willing to provide such services. This is known as Freedom of Choice.

In order to assist individuals with developmental disabilities and families in making informed choices about the most appropriate provider for their situation, the Office for Citizens with Developmental Disabilities is researching and compiling provider data such as whether the provider is in compliance with health standards, consumer satisfaction, grievance processes, years of experience, etc.

Job Description

The intern is responsible for supporting waiver program staff in develop Freedom of Choice resources for individuals with developmental disabilities and families. Specific duties may include but are not limited to:

- Researching and compiling data on current providers in Louisiana
- Researching how other states are meeting the Freedom of Choice requirement
- Developing a Freedom of Choice brochure for new waiver recipients
- Assisting with the development of a survey for current waiver recipients
- Assisting with the development of resources that individuals with developmental disabilities and families can use to make informed choices about providers
- Other duties as necessary

The intern will report to the Waiver Program Director.

This internship is unpaid. The intern will work 15-20 hours per week.

Qualifications

- Undergraduate level student
- Mastery in computer skills including use of Microsoft Office products is required.
- The ability to take initiative to achieve goals and well-developed time management skills.
- Experience collecting and organizing data is a plus.

Organization Description

The [Office for Citizens with Developmental Disabilities](#) (OCDD) serves as the Single Point of Entry (SPOE) into the developmental disabilities services system. The OCDD is committed to ensuring quality services and supports, information and opportunities for choice to people of Louisiana with developmental disabilities and their families.

OCDD is an agency within the [Louisiana Department of Health and Hospitals](#).

How to Apply?

Those interested in applying should submit a letter of interest, resume and three references via email to Keokah.sanders@la.gov with the subject line **OCDD Intern**. No phone calls please. Specific information about this job will be provided to you in the interview process, should you be selected. This position will remain open until filled.