



2023 DHHR Summer Internship Program

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Recruiting and Retention Specialist

EMPLOYMENT OPPORTUNITIES

SOCIAL SERVICES/BEHAVIORAL HEALTH

- Adult Protective Service Worker
- Child Protective Service Worker
- Child Support Specialist
- Mental Health Therapist
- Social Worker
- Youth Service Worker

MANAGEMENT INFORMATION SYSTEMS

- Data Analytics
- Engineer/Technical Analyst
- Information Systems
- Programmer Analyst

PUBLIC HEALTH

- Epidemiology
- Environmental Health
- Laboratory Scientist

MEDICAL SERVICES

- Forensic Analyst
- Licensed Practical Nurse
- Medical Laboratory Technician
- Medical Technologist
- Registered Nurse
- Pharmacist
- Physician

FINANCE

- Accountant/ Auditors
- Accounting Technicians
- Budget Analyst
- Procurement Specialist

OTHERS

- Attorney
- Child Support Paralegal
- Communication/Journalism
- Employee Development
- Economic Service Worker
- More...

EMPLOYEE BENEFITS

Competitive Salary and Wages

- Paid bi-weekly

Annual Increment Pay

- After 3 years of service employees received an annual increment payment, which increase each year.

Paid Holidays

- 12+ annual paid holidays.

Paid Vacation

- 15-24 days per year depending on length of service.

Sick Leave

- 18 days earned per year.

Retirement Plan

- Employee contributes 6% of salary (tax- deferred).
- Employer contributes 9%
- Total of 15% in contributions.

Life Insurance

- \$ 10,000 decreasing term life policy with AD&D benefits.

Medical, Dental and Eye Insurance

- Choice of major medical, surgical, prescription drug and other medical expenses.

Employee Discount

- Discounts offered on cellular phone services, rental cars and hotels.

Deferred Compensation

- Build retirement savings by participating in a Section 457 deferred compensation plan.

Flexible and Alternate Work Schedules

- Many agencies offer employees the opportunity to adjust their work hours or schedules.
- Telework options also available.

EMPLOYEE EDUCATION REIMBURSEMENT AND LEAVE PROGRAM

This program is designed to encourage and support the continued education of qualified DHHR employees through both undergraduate and graduate- level programs.

- **Undergraduate Reimbursement**
 - \$3,282.00
- **Graduate Reimbursement**
 - \$4,938.00

*Six hour limit per term up to four times a year.

2023 SUMMER INTERNSHIP PROGRAM

The DHHR Summer Internship Program...

1. Is seeking driven and compassionate students who are seeking meaningful work experience and desire to promote and provide appropriate services for the people of WV.
2. Strives to provide a well-rounded experience with support and guidance throughout the process while introducing students to real life experience in their chosen fields of study.
3. Offers a flexible schedule of 32-40 hours per week for up to 10 weeks, competitive pay, free housing and transportation for those working in Charleston, WV.



2023 SUMMER INTERNSHIP PROGRAM

Internship Benefits Offered...

FLEXIBLE SCHEDULE

**32-40 hours per
week for up to 10
weeks.**

COMPETITIVE WAGE

Paid Bi-Weekly

FREE HOUSING & TRANSPORTATION

**For those
choosing to work
in Charleston, WV**

2023 SUMMER INTERNSHIP PROGRAM

Qualified Students Must...

1. Have successfully completed 30 hours of college credit.
2. Have a minimum of 2.50 cumulative GPA.
3. Be eligible to work in the United States without a sponsorship.

2023 SUMMER INTERNSHIP PROGRAM

Qualified Students Must...

1. Complete the **2023 Summer Internship Program Application**.
2. Attach an unofficial copy of the most recent college transcript.
3. Submit both application and unofficial transcript to dhrjobs@wv.gov.

West Virginia Department of Health and Human Resources

Recruiting and Retention Office



www.dhhr.wv.gov



Vdhhrjobs@wv.gov



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