

Refugee Resettlement Program Intern

Department: Refugee Resettlement

Supervisors: Dan Torma

Time Commitment Required: By Semester

Responsibilities:

- File program documentation into refugee client case files
- Accompany case managers on home visits and airport pick-ups when available.
- Calling clients/making appointments for case managers.
- Researching new housing availabilities for incoming refugee clients
- Make medical or social service appointments for clients
- As needed, fill gaps at the Refugee Resettlement Reception Desk
- As needed, assist in donation room and with housing set-ups

Opportunities:

- Learn the 90 day process for refugee resettlement
- Learn the available benefits for new arriving clients
- Learn how to develop and maintain client case files
- Work in a multi-cultural, professional non-profit environment

Applicant Qualification Requirements:

- Strong data entry skills preferred
- Able to work effectively in a fast paced environment
- Must possess effective verbal, written, de-escalation, and interpersonal skills
- Able to work as part of a team
- Demonstrated commitment to immigrant rights and willingness to support IIA's mission, vision and values
- Commitment to working in a diverse working environment
- Fluent in English
- Strong organizational skills and ability to work independently
- Proficiency in Microsoft Suite
- Applicants with additional languages are strongly encouraged to apply

To Apply:

While all internships are unpaid, the program is competitive. To submit your resume for consideration or for additional information, please email Kevin Walter, Volunteer Coordinator kevin.walter@iiakron.org