Resettlement Services Intern

BACKGROUND: The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 22 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 800 refugees into Georgia annually and provides additional services and assistance to another 1,500 refugees and asylees.

SCOPE OF RESETTLEMENT SERVICES INTERN WORK: The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance and counseling though all stages of resettlement. Case managers provide initial services to orient refugees to life in the U.S., including (but not limited to) securing housing, addressing medical concerns, registering children in school, applying for Social Security and Georgia ID cards, and linking refugees to our internal and mainstream services. Case managers also offer counseling in home-budgeting, crisis intervention, family counseling and other areas of social adjustment. Employment is an essential element in helping refugees become economically self-sufficient. Job Developers work closely with Case Managers as part of the Resettlement Services team to support all aspects of clients’ employment. This position requires a minimum of 15 hours a week for a total of at least 120 hours.

RESPONSIBILITIES: The Resettlement services intern will assist case managers with the following tasks:

- MARTA orientation (to IRC, health clinic, job, shopping centers)
- Activation of EBT cards for food stamps
- Follow-up with DFCS on public assistance issues
- Obtaining Georgia IDs for newly arrived refugees
- Assisting clients with doctor’s appointments and researching appropriate medical providers for refugees and/or low-income families
- Registering refugee children for school
- Securing housing and furniture for newly arrived refugee families
- Assisting staff and clients with grocery shopping
- Researching potential employers and job possibilities for IRC clients
- Assisting clients with writing resumes and preparing for job interviews
- Taking clients for job interviews and employment orientations, and helping them complete job applications
- Providing general administrative support

REQUIREMENTS:

- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure
- An interest in international and refugee issues
- Creativity and initiative to follow through on projects
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Computer literacy – preferably with PC systems
- A car/driver’s license is beneficial

For more information or to apply, please contact Hayat Nawd, Volunteer and External Relations Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta