

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2026**

Organization Name: New American Pathways

Address: 2300 Henderson Mill Road Suite 200 Atlanta 30345

Phone: 470-620-5158

Web site: newamericanpathways.org

Internship Supervisor: Sarah McCormick

Supervisor's contact information including e-mail.

smccormick@newamericanpathways.org

Organization's Mission Statement: Helping Refugees and Georgia Thrive

Summary of organization's primary programs and services:

New American Pathways is a local 501(c)3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.

Intern's title: Health and Well Being Intern

Number of interns requested: 1

Internship project/job description:

- Assist in recruiting eligible refugee, Cuban and Haitian entrants, Afghan parolees, and SIV clients for workshops, Social Adjustment, Information & Referral, and Services to Older Refugee programs
- Provide Information & Referral and Social Adjustment case management services for clients
- Assess needs and assists clients to apply for community resources and public benefits for which they may be eligible.
- Schedule appointments for clients, ensuring transportation and interpretation are available
- Provide one-on-one education, advocacy, and case management in response to client needs, for home management and crisis situations

- Accompany clients to appointments and partner agencies as needed for services (e.g. medical facilities, public benefits office, schools, courthouse, driver's license office, library, etc.)
- Provide support and shadowing to Intensive Case Management team to serve vulnerable refugees
- Support SNAP engagement through canvassing, outreach events, and educational events
- Organize regular Social Adjustment and Services to Older Refugees workshops and events on topics of interest to clients, recruits speakers to present at workshops
- Build and maintains relationships with partner agencies to ensure effective referral pathways and increase refugee clients' access to community resources/programs
- Maintain electronic case files and ensures proper case notes and documentation for each service, ensures information is up to date and accurate
- Assist with billing for DHS services in funder database
- Collaborate with other case managers, employment team, AmeriCorps service members, volunteers, and other staff for service provision

Qualifications:

- Communication skills that include the ability to converse with people of various backgrounds and cultures; the ability to speak patiently and respectfully, remembering that many clients have limited knowledge of English language.
- Ability to pay careful attention to detail in applications.
- Strong organization skills; the ability to multitask and maintain focus in a fast-paced environment
- Willingness to gain understanding of basic refugee experience; sensitive to the refugees' histories
- Bilingual skills are a plus, but not required

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Background check is required

Will the internship require that the student have a car?

A car is not required.

Is placement site accessible by public transit or other transportation options?

Yes