

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: International Rescue Committee

Address: 2305 Parklake Dr NE, Atlanta GA, 30345

Phone: (404) 292-7731

Web site: <https://www.rescue.org/united-states/atlanta-ga>

Internship Supervisor: Eslin Simon

Supervisor's contact information including e-mail: ph(470)-895-1339,
eslin.simon@rescue.org

Organization's Mission Statement: The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster, including the climate crisis, to survive, recover and gain control over their future.

Summary of organization's primary programs and services:

The Health Team assumes a pivotal role in ensuring the provision of essential medical and mental health services to refugees. This involves orchestrating the initial health screening at the Board of Health for all newly arrived refugees and parolees. Subsequent to the completion of their Initial Health Screening (IHS), the team promptly connects refugees with primary care providers for necessary follow-up medical services. Moreover, the Health Team facilitates the linkage of school-age children with local clinics to ensure they receive required school immunizations.

In cases of urgency or emergencies, we expedite access to urgent care or the Emergency Room (ER) and promptly inform the local Board of Health to streamline the IHS process. Additionally, beyond facilitating connections with various healthcare providers, the Health Team aids in coordinating transportation through the Uber funding system. This initiative aims to

alleviate the high demand for transportation requests from IRC logistics case aides.

Intern's title: Health and Wellness Intern

Number of interns requested: 1

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.): This position is hybrid.

The play a key role in supporting our mission to empower vulnerable populations as they rebuild their lives. As a Health and Wellness Team Intern, you will work closely with our Health Program Coordinator, refugee clients, and local healthcare providers to address the healthcare and preventative health needs of our clients.

RESPONSIBILITIES

- Work alongside the Health program Coordinator in coordinating newly arrived refugee clients in their initial health screening appointments at the Department of Public Health.
- Assist the team to maintain a dynamic tracking system for ongoing medical and high-priority health appointments, ensuring seamless coordination for our clients.
- Conduct follow-up calls with clients who have recently visited medical providers to gather valuable information about their upcoming appointments, follow-up care, and assessing their experiences visiting the healthcare offices.
- Coordinate and advocate for refugee clients' healthcare needs.
- Engaging with data entry, analysis, and administrative tasks related to health services.

Qualifications:

Current undergrad, graduate student, or recently graduated student with a focus in Public Health or a related field. Understanding and ability to maintain strict confidentiality regarding client information. Flexible, resourceful, and collaborative when working independently and in a team setting. Be fully vaccinated in accordance with CDC standards

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?

Will the internship require that the student have a car? Yes, to commute to on-site schedule days at the office.

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