

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

Organization Name: International Rescue Committee

Address: 2305 Parklake Dr. NE Suite 100, Atlanta, GA 30345

Phone: (404) 292-7731

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

Internship Supervisor: Mu Ni

Supervisor's contact information including e-mail. 404-421-9229 or
mu.ni@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 IRC's Intensive Case Management (ICM) Program provides case management services for up to 12 months to refugees and asylees who have special needs, such as significant medical needs, that cannot be fully addressed through standard resettlement services. Through a strengths-based, client-centered model of service delivery, the ICM program aims to increase self-reliance and community integration among our most vulnerable clients. Services include connecting them with internal and external resources, closely monitoring their progress through a series of assessments, and helping them achieve the long-term goals through their service plan. Please note that all internship positions are unpaid. Accepting Atlanta-based candidates only.

RESPONSIBILITIES: The ICM Intern will assist caseworkers with the following tasks:

- Map community assets and help make referrals to community partners
- Assist in scheduling medical appointments for clients
- Educate clients on U. S. healthcare and social service systems

- Assist clients in applying for social service assistance programs
- Input client information into IRC's database
- Communicate client concerns with ICM staff and coordinate service plan with supervisor
- Other duties as assigned

Intern's title: Intensive Case Management (ICM) intern

Number of interns requested: 3 – 4

Internship project/job description: In-person (less than 24 hours per week) or Hybrid (more than 24 hours per week)

Qualifications:

- 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

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)? Background check, the cost is \$51

Will the internship require that the student have a car? No

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