Organization Name: The International Rescue Committee

Address: 2305 Parklake Drive NE, Suite 100
Atlanta, GA 30345

Phone: (404) 292-7731

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

Internship Supervisor: Iman Abdur-Rahman

Supervisor’s contact information including e-mail. Iman.abdur-rahman@rescue.org 404-483-7164

Organization’s Mission Statement: The International Rescue Committee provides opportunities for refugees, asylees, victims of human trafficking, survivors of torture, and other immigrants to thrive in America. Each year, thousands of people, forced to flee violence and persecution, are welcomed by the people of the United States into the safety and freedom of America. These individuals have survived against incredible odds. The IRC works with government bodies, civil society actors, and local volunteers to help them translate their past experiences into assets that are valuable to their new communities. In Atlanta and other offices across the country, the IRC helps them to rebuild their lives.

Summary of organization’s primary programs and services: Summary of organization’s primary programs and services: The IRC in Atlanta supports refugees upon arrival with case management, employment assistance, and English language learning services, and continues to support the refugee and immigrant community with extended immigration, educational, employment, and social adjustment services.
Intern’s title: Resettlement Services Intern

Number of interns requested: 1-2

Internship project/job description (please include a virtual/socially distanced option if possible): The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance, and counseling through 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. The Resettlement Service Intern will assist Caseworkers in delivering these core services.

**RESPONSIBILITIES:**
- Working with IRC Case Management team to complete core Resettlement services.
- Activation of EBT cards for food stamps.
- Assisting clients in completing change of address forms (AR-11).
- Follow-up with DFCS on public assistance issues and renewals.
- Assisting clients with doctor’s appointments and researching appropriate medical providers for refugees and/or low-income families.
- Conducting wellness checks with clients.
- Providing general administrative support.
- Assisting with client walk-in days and screening clients.

(all duties can be completed in a hybrid in-person/virtual capacity)

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.

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

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

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