

**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: Jose Luis Calderon

Supervisor's contact information: +1-470-757-3290 ;
joseluis.calderon@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 in Atlanta offers a broad range of programs including resettlement and case management services, adult education classes, youth programs covering ages 5 to 24, employment assistance, asset building resources, community health response programs, and immigration services, all of which serve more than 4,000 clients each year.

Intern's title: Asylum Services Casework Intern

Number of interns requested: 1

Internship project/job description:

SCOPE OF ASYLUM SERVICES CASEWORKER INTERN (ASCI):
The Asylum Services Casework Intern works with the IRC in Atlanta's Asylum-Seeking Families team to provide in-person and/or virtual trauma-informed resource navigation services to asylum seekers and other qualified

immigrants. The ASCI will assist the core team in conducting a comprehensive needs assessment to determine an individualized referral plan utilizing a broad range of financial, medical, social, and other services and resources following client eligibility and program requirements.

RESPONSIBILITIES:

- Assist in conducting comprehensive needs assessments for clients.
- Develop and implement individualized referral plans, connecting clients to financial, medical, social, and other resources.
- Support the asylum services team with case documentation and database management.
- Provide clients with guidance on accessing community services and understanding program eligibility requirements.
- Attend team meetings, training sessions, and supervision with staff members to stay informed about program updates and best practices.
- Participate in outreach activities to enhance community partnerships and resource availability for asylum seekers.
- Maintain confidentiality and always adhere to IRC's safeguarding protocols.
- Other duties as assigned.

LEARNING OBJECTIVES:

- Gain hands-on experience in providing trauma-informed casework services to asylum seekers.
- Develop knowledge of community resources and best practices for working with vulnerable populations.
- Enhance skills in needs assessments, referral planning, and database management.
- Understand the operational structure of a humanitarian non-profit organization.

*Please note that this is an in-person role.

Qualifications:

- Currently pursuing or recently completed a degree in social work, international relations, or a related field.
- Strong interpersonal and communication skills, committed to cultural humility and respect for diversity.
- Familiarity with case management practices and/or immigrant support services preferred.

- Proficiency in Microsoft Office applications (Word, Excel, Outlook) and comfort in learning new technologies.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Fluency in English is required; additional language skills (e.g., Spanish, French, Haitian Creole) are strongly preferred.

Other requirements, if any, for this position?

- Must submit intern hours on the intern portal.
- Must pass a background check.
- Commitment of 15 hours per week for a minimum of 3 consecutive months.
- Must be at least 18 years old.
- Must be authorized to work in the United States. Please note that we are unable to provide sponsorship for a US work authorization.
- \$51 donation to cover cost of background check.

Will the internship require that the student have a car?

No but would be beneficial.

Is placement site accessible by public transit or other transportation options? Yes, Accessible by bus but may take 1+ hour from Emory area.