

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

Organization Name: IRC Atlanta GA office

Address: 2305 Parklake Dr Atlanta GA 30345

Phone: 470- 702-0776

Web site: IRC

Internship Supervisor: Mohdnaser Mohdzaher

Supervisor's contact information: 470-702-0776
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Organization's Mission Statement:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 28 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 30,000 refugees from over 65 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 1,000 refugees into Georgia and provides additional services and assistance to another 2,500 refugees and asylee.

Summary of organization's primary Resettlement programs and services:

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.

RESPONSIBILITIES: *The Resettlement Casework Intern will assist case managers with the following tasks:*

- *Working with IRC Case Management team to complete core Resettlement services*
- *Assisting with quality assurance (QA) process, scanning, and uploading documents*
- *Assisting clients in completing change of address forms (AR-11)*
- *Providing transportation from/to appointments, Shop of Hope, and grocery shopping.*
- *Conducting wellness checks with clients*
- *Dropping off important documentation to client homes*
- *Providing general administrative support such as case notes and documentation*
- *Assisting with client walk-in days and screening clients*
- *Other duties as assigned*

Intern's title: *Resettlement Casework Intern*

Number of interns requested: *3 but we are open to any numbers of candidates.*

Internship project/job description:

This will be an in-person role. This position will report to the Resettlement Casework Supervisor.

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.*
- *Submit intern hours on volunteer dashboard.*

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)? *A background check is required, along with a \$51 donation to cover the cost of the background check.*

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

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