

Health & Wellness Program Internship

Location: 3507 W Lawrence Ave; Chicago, IL 60625

Length of Opportunity: 1 Semester, Summer, or Full Academic School Year

Hours per Week: 15 - 40 hours, unpaid

Name of Supervisor: Rebecca Larsen, *Program Manager*

General Function: World Relief Chicago, along with local church partners, serves refugees and immigrant populations through case management services, English language training, mental health services, immigration legal services, and youth programs. Interns are a valued part of our team! This internship is a unique opportunity to gain professional experience and cultivate your interests in social justice, community development, and cross-cultural perspectives by supporting case managers in service provision for refugees and asylees.

- Duties:**
- Assist in intake for health and wellness services
 - Assist Case Managers in applying for public aid, social security benefits, medical and mental health referrals, and other necessary documents and services
 - Assist refugees in navigating public transportation to appointments
 - Assist/facilitate educational and support groups for refugees
 - Provide advocacy services between clients and community members, such as hospital, school officials, and government and social service providers
 - Offer prompt and supportive communication to staff and volunteers involved in refugee cases
 - Make monthly phone contact with specific refugees to check in and assess the need for additional services
 - Research providers and services available for refugees to utilize
 - Perform other tasks and projects as assigned by the Health & Wellness Program Manager, including file maintenance

Knowledge, Skills, & Abilities:

- Background knowledge or interest in international and/or humanitarian affairs
- Experience with Medical/Health related fields preferred
- Ability to take direction and work on projects independently and to deal with problems promptly and efficiently
- Competent in the use of Microsoft Office
- Comfortable working with individuals from many cultural backgrounds.
- Language skills in Arabic, Assyrian, Burmese languages, Nepali, French, Swahili or Spanish welcome but not required
- Experience working in a cross-cultural setting preferred
- Coursework or degree in International Studies, Social Work, Political Science or other fields related to refugees and/or immigrants preferred
- Able to advance World Relief's mission, vision and values through personal faith and commitment to the local church.

Experience Required:

We are seeking confident, humble candidates who are detail and goal-oriented, self-directed, empathetic, and cross-culturally competent. You should have a demonstrated ability to communicate professionally, to prioritize and manage responsibilities, and to learn new things. You should support the mission, vision, and values of World Relief Chicago.

Work Environment:

- Office located in Albany Park, a diverse neighborhood in Chicago, IL
- Easily accessible by public transportation
- In-office coffee, tea and occasionally baked goods
- Co-workers who are helpful and passionate about what they do!

To apply for this position, please send a resume and cover letter to chicagointernships@wr.org