

Employment Department Intern

Location: Chicago, IL
Start Date: -----
Length of Opportunity: 3-12 months
Hours per Week: 12 - 40, depending on availability
Number of Positions Open: 1
Name & Title of Supervisor: Sladjana Sarovich

Summary: World Relief Chicago is a refugee resettlement agency serving newly arriving refugees through intensive case management services, English language training, mental health services, immigration legal services, and youth programs. Employment Services Assist refugees on their journey toward self-sufficiency through support, employment training, and case management.

Duties in the Employment Department:

- Take refugees to job interviews and assist them with completing job applications;
- Help refugees prepare for job interviews by providing encouragement, practice with job interview questions and obtaining necessary documentation for employment;
- Counsel refugees on American culture and the American workplace so as to make their transition to life in the U.S. easier;
- Assist refugees in applying for documents needed for employment such as a state ID;
- Help employment counselors trouble shoot refugee job loss such as assisting refugees in applying for unemployment benefits;
- Complete case notes on work with refugees and the paperwork needed for refugees' case files;
- Assist supervisor with grant documentation and maintain grant recipients case file;
- Assist employment counselors in the development of new jobs and employers for refugees;
- Assist employment counselors in providing cultural orientation and employment preparation trainings for refugees;
- Attend weekly Resettlement Department meetings and provide updates on work with current refugee clients;
- Take part in additional tasks in the Resettlement Department, if time permits.

Qualifications:

- A strong interest in humanitarian issues
- Sensitivity to other cultures and backgrounds
- Flexible and adaptable to changing plans and a fast-moving environment
- Preferred education and/ or experience in International Relations, International Studies, Social Justice, Social Work, Business Administration or a related field
- All interns must pass a criminal background check prior to their start date
- Respect for World Relief's Mission, Vision and Values (document)

To apply, please send cover letter and resume to: Jeremy Odekerken resetcoordchi@wr.org