

Health and Wellness Program Intern

Location: Chicago, IL

Start Date: Flexible

Length of Opportunity: 3-12 months

Hours per Week: 16-40, depending on availability

Number of Positions Open: 3

Name & Title of Supervisor: Rebecca Larsen- Preferred Communities Program Manager

Summary: World Relief Chicago is a refugee resettlement agency serving newly arriving refugees through intensive case management services, employment services, English language training, health wellness services, immigration legal services, and youth programs. The intern will learn about the health needs of refugee individuals and families by accomplishing health and wellness related tasks and participating in integration activities for newly resettled refugees.

- Duties:**
- Assist in intake for health and wellness services
 - Assist Case Managers in applying for public aid and social security benefits, medical and mental health referrals, and other necessary documents and services for refugees
 - Assist refugees in navigating public transportation to and from appointments
 - Assist/facilitate educational and support groups for refugees
 - Provide advocacy services between clients and community members, such as hospital, school officials, and other 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 about providers and services available for refugees to utilize and the process for doing so
 - Perform other tasks and projects as assigned by the Health and wellness Program Manager, including file maintenance

- Knowledge, Skills, & Abilities:**
- Background knowledge or interest in international and/or humanitarian affairs
 - Ability to take direction and work on projects independently and to deal with problems promptly and efficiently
 - Competent in the use of Microsoft Office
 - Refined oral and written communication skills

- Flexible and motivated team player

Experience Preferred:

- 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

Experience Required:

- Criminal background check clearance prior to start date of internship
- Support of World Relief's Mission, Vision and Values (document)

Work Environment:

- Office located in the Albany Park neighborhood of northwest Chicago, where over 35 languages and cultures are represented
- Accessible by public transportation
- Workspace may be shared with existing staff

To apply, please send cover letter and resume to: BHadi@wr.org