

Refugee Resettlement Intern

Location:	Chicago, IL
Start Date:	Flexible
Length of Opportunity:	10 weeks
Hours per Week:	15 - 40 hours
Number of Positions Open:	4
Name & Title of Supervisor:	Christy Hillebrand (Director of Resettlement Services)
General Function:	Support refugee adjustment case managers and employment staff in service provision and integration activities for newly resettled refugees.

Duties:	<ul style="list-style-type: none">• Assist case managers in applying for social security, public aid and other necessary documents and services for refugees.• Provide documentation, informal counselling, and follow-up for cases.• Offer prompt and supportive communication to staff and volunteers.• Participate in all program meetings and staff development activities• Provide daily documentation/case notes for program participants• Assist Employment Counselors with paperwork completion, filing and communication with service providers.• Perform other tasks and projects as assigned by Director of Resettlement,• Assist with transporting clients to and from job interviews.• Assist Employment Counselors with paperwork completion, filling and communication with service providers.• Assist staff with post-program evaluations and feedback and provide general support to the youth program staff
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Knowledge, Skills, & Abilities:	<ul style="list-style-type: none">• Ability to work well with people of other cultural backgrounds• Must demonstrate energy and flexibility• Ability to handle chaos and work well under pressure• Ability to start and work on projects independently and follow through to completion
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- Competent in the use of Microsoft Office
- Support of World Relief's mission, vision and values statement
- Ability to communicate clearly, both orally and in writing
- Flexible and motivated team player

Experience Required:

- Experience working with youth or adults from other cultures domestically or overseas a plus
- Driving is not required but strongly preferred

Physical Demands:

- Ability to lift 25 pounds

Work Environment:

- Office located in Chicago, IL
- Various modes of public transportation available
- Workspace may be shared with existing staff

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