

## Preferred Community 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, *Preferred Communities Program Manager*

**General Function:** World Relief Chicago, along with local church partners, serves refugee 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!

The internship will be held in the health and wellness department, specifically the Preferred Communities program. The preferred communities program is an extended case management service aimed towards assisting especially vulnerable refugees and asylees in becoming self-sufficient. The intern will acquire knowledge of the health needs of refugee individuals by accomplishing health related tasks for our most vulnerable clients.

- Duties:**
- Assist PC staff to conduct a comprehensive intake and enrollment process
  - Work collaboratively with refugees and the PC case manager towards meeting individualized goals
  - Provide support to PC case manager in file maintenance and general organization
  - Assist PC manager in applying for IDHS benefits and social security benefits, medical and mental health referrals, and other necessary documents and services for refugees
  - 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
  - Conduct home visits as part of intensive case management, parental

coaching, and outreach services

- Assist Preferred Communities refugees in navigating public transportation to medical appointments
- Assist the PC Case Manager in responding to crises that may arise for refugees

**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 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:**

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. (Criminal background check clearance prior to start date of internship and valid driver's license with a clean driving record required)

**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](mailto:chicagointernships@wr.org) with "Preferred Community Program Internship" in the subject line.