

ECDC / AFRICAN COMMUNITY CENTER

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Resettlement & Placement Case Management Internship

Job Summary – The R&P Case Management Intern will assist case managers in all resettlement activities, systems navigation, and access to benefits for recently- arrived refugees in Virginia.

Roles and Responsibilities:

- Assist and accompany clients to various appointments including but not limited to: employment, medical appointments, school enrollments, immunization appointments, ESL class enrollments
- Assist setting up apartments for newly arriving refugees
- Provide assistance to case managers in meeting clients at airport when they first arrive and transport them to their new home
- Assist with conducting transportation, culture, and/or employment orientations
- Perform orientations on safety, health and hygiene
- Assist clients to get services from local social service offices and public assistance
- Assist R&P case manager with maintenance of case files
- Show clients how to use public transportation
- Assist with other related duties as assigned

Required Qualifications:

- College degree or perusing an undergraduate degree in political science, international relations, social work, law/justice, human rights, language or related field required
- Previous experience working in multicultural contexts is desirable
- An interest in international and refugee issue
- Ability to work independently as well as in a team
- Ability to work in fast-paced environment and process unexpected tasks and deadlines
- Ability to work under pressure
- Flexibility
- Creativity and initiative to follow through on projects
- Effective communication and writing skills
- Proficiency in one or more language other than English is preferable
- Having personal car or access to a car is **highly desirable**

Learning Outcomes:

- Understanding of the timelines and processes refugees go through.
- Increased intercultural communication competency
- Exposure to basic non-profit operations and environment
- Knowledge of marginalized populations - challenges and opportunities
- Experience working with limited English proficiency populations
- Knowledge of Virginia refugee benefits systems
- Ability to navigate of social service systems
- Basic ability to keep case notes and maintain case files to State Department standards.

Time Requirements:

At least 2 full days a week

To Apply:

Please submit a (1) cover letter and (2) resume to volunteer@ecdacus.org.

Applications are considered on a first come, first served rolling basis.