



Ethiopian Community Development Council, Inc.

901 S. Highland St. ▪ Arlington, Virginia 22204 ▪ Tel. (703) 685-0510 ▪ Fax (703) 685-0529
Empowering refugees and immigrants since 1983

Safe Journeys Intern/Volunteer

Reports to: Refugee Health Liaison and Family Enrichment Specialist
Location: Arlington, Virginia

Summary

The Safe Journeys Volunteer helps conduct research, assist with program activities, and conducts outreach to develop new relationships and increase local awareness of services.

Key Responsibilities

- Conduct outreach to build new relationships with local service providers and support services.
- Promotes the project and culturally, linguistically informed care in the community through physical visits, emails, and phone contacts.
- Research information and referral procedures to local resources such as support groups, legal services, etc.
- Provide any reminders and culturally sensitive education.
- May provide transportation assistance.
- Assists with maintenance of files and report preparations.
- Other tasks as assigned.

Required Qualifications:

- College degree or perusing a degree in social work, or related field
- Previous experience working in multicultural contexts is desirable
- Ability to work independently as well as in a team
- 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 a plus
- Must successfully complete background check and training before beginning in role

Learning Outcomes:

- Increased intercultural communication competency
- Exposure to basic non-profit operations and environment
- Knowledge of marginalized populations - challenges and opportunities
- Ability to provide sensitive and confidential services
- Experience working with limited English proficiency populations
- Knowledge of N. Virginia support service networks
- Ability to navigate of social service systems
- Basic ability to keep case notes, client reporting, and client files to federal and state funder standards

Time Requirements:

Interns - At least 2 full days/week required. Volunteers – half day or more per week requested.

To Apply:

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

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