



CWS-LANCASTER Internship

Refugee Resettlement Housing Intern

CWS- Lancaster serves the refugee and immigrant communities of Central Pennsylvania. We work with faith-based groups, organizations, and individuals to provide help and homes to refugees, and work to build a hospitable community in the United States for uprooted people so that they can fashion a better future.

The Refugee Resettlement Housing Intern will support the Housing Specialist in the completion of core services for new refugee clients in accordance with the Cooperative Agreement. Following initial training and shadowing, intern will be assigned various tasks centered around housing preparation and follow up in the office, in clients' homes, and at the location of partnering providers in the community. This hands-on learning opportunity will require reliable transportation, plus ability to walk and guide clients in Lancaster city and surrounding areas.

Position: Refugee Resettlement Housing Intern

Supervisor: Resettlement Supervisor/ Housing Specialist

For daily activities reports to: Housing Specialist

Hours and Length: Minimum 16 hours/week for one or more semesters, or 10-12 weeks per autumn term; Minimum 6-hour time blocks, some early morning/evening hours for assisting with housing set up for new arrivals, preferred availability Friday mornings for staff meeting.

Basic Intern Responsibilities:

- Assist housing specialist in preparing for new arrivals, including securing housing, house inspections, gathering household supplies, purchasing needed items, setting up apartments.
- Assist housing specialist in housing follow up with landlords, communicating with refugee clients about ongoing housing needs.
- Assist housing specialist with Housing Orientation for refugee clients, orient clients on proper use of appliances, proper cleaning protocols, etc.
- Assist housing specialist with reviewing and signing lease contracts with refugee clients.
- Assist housing specialist to complete case notes, financial requests, and reports for the Resettlement Program.
- Coordinate with interpreters to provide linguistically and culturally competent services.

Qualifications:

- Social Work or International Studies majors preferred; other majors considered
- Junior or Senior undergraduate or Post-Graduate students preferred; other undergraduate students considered
- Outgoing, enthusiastic personality; comfortable working with diverse populations
- Excellent communication and writing skills
- Creativity and initiative to follow through on projects
- Ability to work independently and be a self-starter
- Cultural competency and strong desire to work in a cross-cultural environment
- Knowledge and interest in refugees and refugee concerns

- Students may receive course credit for the internship. Students seeking this option should inquire with their academic advisor. We will work with the student and college advisor on achieving desired learning outcomes and completing required paperwork.
- Language proficiency to include English plus Spanish or a Refugee language (preferred but not required)
- **Driving Approval.** CWS driving approval available to students 21 years of age or older. Must have a valid driver's license, access to reliable transportation, and insurable driving record.

Applying Instructions: Send cover letter and resume to gsnader@cwsglobal.org. Please state semester of preference. Applications will be accepted on a rolling basis.

Note: Any applicant selected for the internship is required to have a university agreement from your current or former university or educational institution that indicates the internship would be related to your education or studies.