



# CWS-LANCASTER Internship

## Refugee Resettlement 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 Intern will support case managers 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 client tasks centered around direct case management in the office, in clients' homes, and at the location of partnering providers in the community. This is a hands-on learning opportunity and will require reliable transportation, plus ability to walk and guide clients in Lancaster city and surrounding areas.

**Position:** Refugee Resettlement Intern

**Supervisor:** Resettlement Supervisor

**For daily activities reports to:** Resettlement Case Manager

**Hours and Length:** 24-37 hours/week for one or more semesters, or 10-12 weeks per autumn term; Minimum 6 Hr time blocks, some early morning/evening hours for assisting new arrivals, preferred availability Friday mornings for staff meeting.

### Basic Intern Responsibilities:

- Assist resettlement case manager in preparing for new arrivals, including securing housing, purchasing groceries and household supplies, setting up apartments, and airport reception.
- Assist resettlement case manager to provide newly arriving refugees with initial resettlement services, including cultural orientation, initial intakes, medical appointments, school enrollment, ESL referrals, welfare applications, etc.
- Transport clients to a variety of appointments, including to the Lancaster County Assistance Office, clothing bank, social security administration, medical home, among others.
- Conduct home visits in various Lancaster City neighborhoods.
- Assist case managers 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
- Language proficiency to include English plus Spanish or a Refugee language (preferred)
- 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.
- **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](mailto: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.