



<b>Internship Position:</b>	Adult Education Internship
<b>Organization Name:</b>	RST, Dallas
<b>Hours per Week:</b>	Minimum 15hrs
<b>Length:</b>	Minimum 1 semester
<b>Compensation Type:</b>	Unpaid. Mileage reimbursement available for specific internships
<b>Start Date:</b>	As soon as possible

**Agency Description:** Refugee services of Texas, Inc. (RST) was founded in 1978 and is a non-profit social service agency dedicated to resettling and providing social services to refugees and other displaced person. RST resettles refugees, asylees, and victims of human trafficking from thirty different countries of origin with the majority of clientele currently originating from Burma, Bhutan, Iraq, Cuba, the Democratic Republic of Congo (DRC), Eritrea, and Somalia. RST's mission is to provide quality services guided by principles of human compassion and dignity.

**Internship Description:** This position is open to students who are willing to lead in a continued effort to orientate refugees so that they may become *self-sufficient* and integrate successfully into their new community.

**Responsibilities:**

1. Develop learning opportunities that will help our clients gain education and literacy, secure required U.S. documents, access health care, and other social services
2. Develop and coordinate new orientation sessions based on client needs
3. Recruit and manage volunteers that are willing to present and lead the classes on an ongoing basis
4. Establish and promote a proactive culture that emphasizes building relationships, continuous improvement, and ongoing learning
5. Establish contacts and maintain communication with volunteers, local schools, churches and organizations for the purpose of creating a sustainable Cultural Orientation program
6. Prepare reports – must report out to the Resettlement Supervisor on a weekly basis regarding progress, summary of activities, issues and concerns and recommendations for improvement
7. Mentor a newly arrived family or individual, duties may include:
  - a. Meet with your family/individual one to two times per week for a total of 3 hrs.
  - b. Transportation to appointments, filling out client centered documents, teaching ESL, sharing American culture, introducing them to Fort Worth.
  - c. Assist in the coordination of services, including: housing, medical appointments, job training, inter-agency referrals, and crises intervention.
  - d. Work closely with Case Managers and maintain a high level of organization in documenting activities within client case files and computer databases.

**Qualifications:**

1. Professionalism, willingness to work with diverse populations and a commitment to social justice issues
2. Familiarity with refugee issues

**Skills:** Skills include computer/social media competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills. Applicant should be mature, self-starting, and comfortable working within a fast-paced environment and with little supervision.

**Application Instructions:** For consideration, please submit a resume, cover letter and availability to [dallas@rstx.org](mailto:dallas@rstx.org) with subject line Cultural Orientation Internship. Please inquire about details if academic credit is desired.