



Internship Position: Refugee Cash Assistance
Organization Name: Refugee Services of Texas, Dallas
Hours per Week: Minimum 15hrs
Length: Minimum 1 semester
Compensation Type: Unpaid. Mileage reimbursement available for specific internships

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 persons. RST Fort Worth resettles refugees from thirty different countries of origin with the majority of clientele currently originating from Afghanistan, Burma, Bhutan, the Democratic Republic of Congo (DRC), Iraq, and Somalia. RST's mission is to provide quality services guided by principles of human compassion and dignity.

Internship Description: RST is seeking a college student to assist with their Refugee Cash Assistance program in the following areas:

Duties:

1. Assist in the provision of RCA orientation, prepare documents, arrange interpreters, schedule clients
2. Coordinate with R & P and SAS staff for RCA enrollment of eligible clients
3. Confirm client eligibility for the first and second phases of RCA in a timely manner to ensure clients receive full RCA benefits in accordance with program regulations
4. Provide intake and orientation for all eligible clients
5. Maintain timely case notes and case files per program requirements; Review client files and ensure all necessary documents are present
6. Enter client data into the RST and state databases in a timely manner as directed
7. Refer non-exempt clients to the associated employment program; act on client non-compliance as soon as reported by employment program, and serve as an advocate for clients
8. Maintain a high level of organization in documenting activities within client case files and computer databases
9. Other duties as assigned

Qualifications: Qualifications include an ability to be flexible and manage time appropriately, a willingness to work with diverse populations, professionalism, and a commitment to social

justice issues. Prior experience with diverse and/or vulnerable populations preferred, though not required.

Skills: Skills include computer literacy and competency with Excel, Word, and PowerPoint, 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 with subject line RCA Internship. Please inquire about details if academic credit is desired.