



Internship Position: Case Aid Internship
Organization Name: Refugee Services of Texas, Fort Worth
Hours per Week: Minimum 15hrs
Length: Minimum 1 semester
Compensation Type: Unpaid. Mileage reimbursement available for specific internships
Start: 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 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 Undergraduate and Master's Level Interns to assist with their refugee Reception and Placement Program. The internship requires a minimum of 15 hours a week for one full semester, depending on time/educational requirements. Internship duties consist of assisting newly arrived individuals with social services, cultural orientation, job development, and community integration. Duties may also include apartment set-up, airport pick-ups, transportation to appointments, as well as administrative assistance in running a social-services organization. The internship is without stipends.

Duties:

1. Assist in the coordination of services for refugee clients, including: housing, medical appointments, inter-agency referrals, and crises intervention.
2. Work closely with Case Managers and serve clients from countries like Burma, Bhutan, Iraq and Congo.
3. Interact with city and state agencies and representatives as well as other non-profits in order to secure services for clients.
4. Maintain a high level of organization in documenting activities within client case files and computer databases.
5. Mentor a newly arrived family or individual, duties may include:
 - Meet with your family/individual one to two times per week for a total of 3 hrs.
 - Transportation to appointments, filling out client centered documents, teaching ESL, sharing American culture, introducing them to Fort Worth.
 - Assist in the coordination of services, including: housing, medical appointments, job training, inter-agency referrals, and crises intervention.
 - Work closely with Case Managers and maintain a high level of organization in documenting activities within client case files and computer databases.

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. Must have a car, valid driver's license, car insurance and a willingness to transport clients.

Skills: Skills include computer 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 fortworth@rstx.org with subject line Case Aid Internship. Please inquire about details if academic credit is desired.