Internship Position:	Employment Program 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 Social Services Employment and Matching Grant Programs. Internship duties consist of assisting newly arrived individuals with social services, cultural orientation, job development, and community integration. Intern may assist clients in applying for jobs, going to job interviews, or other services related to helping refugee clients find employment and attain self-sufficiency in the United States. Duties also include program evaluation and development, as well as administrative assistance in running a social-services organization. Interns will gain a range of professional and administrative skills, an understanding of the U.S. refugee programming and the various domestic and international policies influencing refugee resettlement.

Duties:
1. Assist in the coordination of services for refugee clients, including: access to services in the community, job applications, job development, teaching job readiness classes, job interviews.
2. Coordinate job readiness class sessions and present to large groups of refugee clients on matters of US work culture, US labor laws, documents, job search, and interviewing skills, benefits, professionalism, and job retention
3. Interact with city and state agencies and representatives as well as other non-profits in order to secure services for clients.
4. Interact with city businesses to advocate for refugee clients in the workplace and build relationships leading to refugee employment.
5. Transport clients to and from program appointments and job-related activities.
6. Maintain a high level of organization in documenting activities within client case files and computer databases.
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: Qualifications include an ability to be flexible and manage time appropriately, a willingness to work with diverse populations, professionalism, and a commitment to social

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justice issues. Prior experience with diverse and/or vulnerable populations preferred, though not required. Car, insurance, valid driver's license, and willingness to drive clients in personal car are required.

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 Employment Program Internship. Please inquire about details if academic credit is desired.