

Church World Service, Inc.

Position Title: Case Management Intern
Reports To: Resettlement Coordinator
Team: NC Immigration and Refugee Program CWS-Durham
25-30 hours/week (times and days are flexible)

Essential Duties:

The overall goal of this internship is to support refugees in their transition to the US. By support the case management team in providing Core services. Including

- Assist new arrived refugees to apply Food stamps/Medicaid and Social security.
- Transport newly arrived refugees to and from appointments
- Bus training clients to new locations using Durham, Chapel Hill, and Wake County transit systems.
- Coach refugees on how to navigate the medical system in USA.
- Helping parents to enroll their children to school.
- Assist refugees to apply public benefits such as FNS/WIC/RCA/WF and Social Security
- Assist case managers with other needs that may arise.
- Coordinate donations for new arrivals apartment set ups.

Requirements

Must be organized, be skilled at project juggling and prioritization, and be a clear communicator. must be a self-starter, possessing skills in both independent and teamwork. Cross-cultural experience working with immigrants or international populations is recommended. The intern must be able to read, write must have flexibility for occasionally work early in the morning/evening and weekend.
Able to drive/have access to a car.

Other Skills:

Superior written and verbal communication skills are required. The successful candidate must be computer literate, with proficiency in MS Office (Excel and Word) and internet applications required.