

Position Title: Resettlement Intern

Position Location: World Relief Modesto

Department/Division: Resettlement

Hours per week: 10-15 hours per week

Primary Focus: Assisting caseworkers with initial refugee resettlement process.

General Function: The Resettlement Intern will gain exposure to standard social work case management practices and a general understanding of the refugee resettlement process. The Resettlement Intern will assist the caseworkers by helping refugees as they begin to integrate into the community and gain self-sufficiency.

Job Duties:

- Assist and advocate for families during appointments.
- Maintain positive relationships with clients to encourage, support and empower them as they begin to adjust into their new community.
- Maintain a detailed schedule and prioritize tasks as necessary.
- Assist caseworkers with required documents and completing forms.
- Complete assessments with clients at the end of their resettlement period.

Requirements:

- Excellent verbal and written communication skills.
- Experience with Word and Excel.
- Ability to multi-task.
- Self-starter who is also able to follow instruction.
- Cultural sensitivity