Resettlement Program of Commonwealth Catholic Charities  
*Richmond, VA*

**Job Title of Position:** Resettlement Intern  

**Purpose of Internship:**
To provide an opportunity for students to link theory learned in studies of international work, social work courses, education courses, and other human services work to practice in a non-profit that serves an international clientele through direct service and case management. Excellent opportunity to become exposed to all the areas of Resettlement and learn about the full spectrum of services and their management. Student will be expected to dedicate time each week to mentoring one refugee case (family or individual). The ratio of time dedicated to mentorship may be determined in the interview process with the student or upon arrival to the internship.

**Expectations/Responsibilities of the Position:**
- Participate in preparation for new refugee arrivals
- Participate in interviewing clients, conducting needs assessments and orientations
- Participate in providing services to newly arrived refugees with or under the direction of the resettlement coordinator or caseworkers: Provide Home visits, schedule appointments and transport clients,
- Document activities in case records
- Participate in fundraising and outreach initiatives to benefit refugee clients
- May observe and assist with Medical Liaison activities
- Participate in researching community resources and advocacy possibilities
- Mentor one refugee family.
- **Submit all hours to Volunteer Coordinator**

**Time Commitment:** Fall and Spring Interns must be able to commit to a minimum of 10 hours/week for at least one academic semester. Summer Interns must commit to 120 hours over the course of their summer term.

**Qualifications:**
- Must be a current student in an accredited college or university who is pursuing professional development as part of a curriculum for an academic or scholarship credit.
- Must have an area of study with a focus on international studies or policy, human services, education or a related field
- Strong problem solving skills and good team worker
- Cross-cultural sensitivity, flexibility and patience
- Foreign language skills helpful, but not required. English proficiency required.
- Good communication and organizational skills, including ability to use Excel and Microsoft office
- Professional appearance when in field and office

**Working Conditions:**
Intern will begin shadowing the caseworkers until they are prepared to work independently in the refugee community when necessary. Time in the internship will be split between office work and work in the field.

**On-Site Supervisors:**
Resettlement Coordinator and Caseworkers

**Supervisor Plan:**
Weekly supervisory contact with coordinators; brief daily activity summary reports submitted to supervisor

**Preparation:**
Volunteer Orientation and Mentorship Training
Additional Comments:
Intern must have reliable transportation and a driving record check will be conducted. In Hampton, intern must have his or her own transportation.

Open positions:
- Hampton- 2 positions per semester
- Richmond- 1 position per semester
- Roanoke- 1 position per semester