CWS Greensboro Refugee & Immigration Program
Greensboro, NC

Mission Statement: Providing support and services to help new comers build lives in peace and dignity in the US.

NOTE – TWO INTERNSHIP OPPORTUNITIES LISTED BELOW

INTERNSHIP 1:
Internship Title: Immigration Legal Services Intern

Responsibilities/Projects:
The Immigration Legal Services Intern support works directly with the Immigration Attorney to support the existing programmatic work in assisting immigrants with Victims of Crimes Visas, Deferred Action for Childhood Arrivals, Citizenship, Disability Waivers, Refugee Green Cards and Family Reunification.

Intern responsibilities include:
- Gathering relevant documentation to prepare clients for application for benefits
- Conducting basic initial screenings
- Setting up appointments and following up on client inquiries and voicemails on a daily basis
- Conducting relevant research to support case work
- Assisting clients in drafting personal statements
- Preparing immigration forms
- Writing memos
- Advocating on behalf of clients with law enforcement and other agencies
- Liaison with other organization and health care professionals as needed in completing disability and income waivers
- Learning and working on the LawLogix software system to enter client data and submit forms
- Participating in agency wide initiatives including special events, advocacy work and staff meetings
- Duties may also include additional services related the Refugee Resettlement work of the organization in order to enhance overall understanding of programming (e.g. shadowing a case manager, attending an airport reception, assisting a client with an appointment, etc.)

Qualifications:
Legal Services Interns should have a demonstrated interest in the law and/or immigrant issues (current law students or pre-law preferred).

Interns should be professional, patient, detail oriented and committed to learning quickly in order to best serve the needs of the target population. Interns will be supported by the Immigration Attorney as well as a part time Immigration Counselor but will be expected
to take considerable personal responsibility for setting one’s own schedule, troubleshooting day to day barriers and taking initiative to get the most out of the learning opportunity.

**Is there a language requirement? If so, please specify the language and level of proficiency needed.**
Proficiency in a second language is not required but is preferred. Caseload languages include (alphabetical order): Amharic, Arabic, Burmese, Chin, French, Jarai, Karen, Khmer, Kinyarwanda, Nepali, Oromo, Rhade, Spanish, Swahili, Tigrinya

**Working Conditions:**
Office space and a computer will be provided. A car is not necessary.

**On-site Supervisor/Mentor:**
Kelly White, Immigration Legal Services Coordinator, kwhite@cwsglobal.org

**Additional contact:**
Primary contact in setting up the internship should go through Sarah Ivory, Director, sivory@cwsglobal.org

**Mentorship Plan:**
New interns will participate in on-site training with the program Director to learn the overall workings of the program including both refugee resettlement and legal services. S/he will be trained in immigration legal work by a licensed attorney and his/her work will be overseen at all times by the attorney on staff. Additional support will be offered by a second staff person working in this department. Throughout the program the intern will have the opportunity to shadow staff members in various tasks in both legal services and refugee resettlement to further engage them in the work of the community and offer opportunities for learning. S/he will work closely as part of a team and will also have more formal bi-weekly check in meetings to discuss progress, questions, etc.

**Preparation: (All Optional)**

**Books**
- Do They Hear You When You Cry – Fauziya Kassindia
- The Devil’s Highway – Luis Urrea
- Inside Out & Back Again – Thanhha Lai

**Films**
- A Better Life
- El Norte

**Does the intern need to provide her own transportation?**
- No, not necessary
INTERNSHIP 2
Internship Title: Refugee Resettlement Case Work Intern

Responsibilities/Projects:
The Refugee Resettlement Case Work Intern works as a member of the case management team to assist newly arrive refugees in accessing services and building skills to achieve lasting self-sufficiency in the US.

Intern responsibilities include:
- Fielding walk-ins and telephone inquiries from refugee clients in the welcome and reception center
- Assisting newly arrived refugees with community appointments such as health appointments and school enrollment
- Assist in the preparation of housing for newly arrived families (includes setting up a new apartment with furniture and supplies)
- Participate in airport receptions
- Work with clients to ensure their basic needs are met (assist with grocery shopping, obtaining appropriate clothing, accessing over the counter medical care, completing applications for services, etc.)
- Help clients formulate realistic short and long term goals and create working plans to meet those goals
- Teach new arrivals skills needed to navigate a new community – practice learning how to use the bus, go to the library, access community programs at the children’s museum, go to a store and so on. For interns not familiar with the area this is a great opportunity to teach someone else how you would learn to do this yourself as a new comer
- Complete case notes for all services provided
- Assist with file preparation and maintenance
- Participate in office wide initiatives including special events, advocacy and staff meetings

Qualifications:
Refugee Case Work Interns should have a demonstrated interest humanitarian issues and working with multi-cultural communities.

Interns should be professional, patient, detail oriented and committed to learning quickly in order to best serve the needs of the target population. Interns will be supported by the Resettlement Program Coordinator and the Case Management Team but will be expected to take considerable personal responsibility for setting one’s own schedule, troubleshooting day to day barriers and taking initiative to get the most out of the learning opportunity.

Is there a language requirement? If so, please specify the language and level of proficiency needed.
Proficiency in a second language is not required but can be an asset. Caseload languages include (alphabetical order): Amharic, Arabic, Burmese, Chin, French, , Karen, Kinyarwanda, Nepali, Oromo, Swahili, Tigrinya

**Working Conditions:**
Office space and a computer will be provided. Access to a vehicle and willingness to transport clients is strongly preferred.

**On-site Supervisor/Mentor:**
Kelly Dent, Resettlement Program Coordinator, kdent@cwsglobal.org

**Additional contact:**
Primary contact in setting up the internship should go through Sarah Ivory, Director, sivory@cwsglobal.org

**Mentorship Plan:**
New interns will participate in on-site training with the program Director to learn the overall workings of the program including both refugee resettlement and legal services. S/he will be trained in refugee case work by the Resettlement Program Coordinator. Additional support will be offered by seasoned Case Managers who are refugees themselves and experience in the field. Throughout the program the intern will have the opportunity to shadow staff members in various tasks in both legal services and refugee resettlement to further engage them in the work of the community and offer opportunities for learning. S/he will work closely as part of a team and will also have more formal bi-weekly check in meetings to discuss progress, questions, etc.

**Preparation: (All Optional)**

**Books:**
What is the What – Dave Eggers
Inside Out & Back Again – Thanhha Lai
A Long Way Gone – Ishmael Beah
The Middle of Everywhere – Mary Pipher
Do They Hear You When You Cry – Fauziya Kassindia

**Films:**
God Grew Tired of Us
Rain in a Dry Land
Voices of Iraq
Burma VJ

**Does the intern need to provide her own transportation?**
- Strongly preferred

Edited: November 2012