



RESETTLEMENT AND PLACEMENT (R&P) Internship

- Purpose:** Assist the Resettlement and Placement (R&P) Case Manager and caseworkers through administrative work and hands on interaction with refugee clients.
- Description:* The position of *Resettlement and Placement Intern* directly supports ECAC's Resettlement and Placement program. The R&P Department oversees the successful placement and orientation of each refugee client resettled through the agency. This includes preparing necessary reports, apartment set-up, cultural orientation, counseling, completing forms needed to resettle families and much more.
- Job Title:** Resettlement and Placement Intern
- Location:** Ethiopian Community Association of Chicago

1730 W Greenleaf Ave
Chicago, IL 60626
- Key Responsibilities:** The *Resettlement and Placement Intern*:
- (1) Assists clients to government aid offices;
 - (2) Completes basic administrative tasks including filing and making copies necessary for the program;
 - (3) Backs up program and case files on a regular basis;
 - (4) Works with the R&P Case Manager and staff to assist in the preparation of reports;
 - (5) Completes related duties as needed;
 - (6) Potential to make home visits, and assist R&P staff with apartment set-up.
- Reports to:** R&P Case Manager and R&P Caseworkers
- Length of Appointment:** The *Resettlement and Placement Intern* will serve on a semester-long (10 to 16 week) basis. The Intern is eligible to continue after the first month with agreement between the R&P Case Manager, Intern, and Volunteer Coordinator.
- Time** Minimum 8 hours per week to be maintained by the Intern and R&P Case Manager.
- Qualifications:** Excellent command of English grammar, speech and writing. A detailed-oriented person with good analytical skills who is comfortable with the Microsoft Office suite is preferred. Comfortable with cross-cultural interaction and communication. Good communications skills, patience, and appreciation of diverse cultures and histories required.
- Support Provided:** The R&P Case Manager and Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the *Resettlement and Placement Intern* as needed.

Further Information & Benefits:

- *Gain hands-on case management experience*
- *Opportunity to provide more in-depth service to Resettlement and Placement Department*
- *Multi-cultural fluency and nonprofit management skills directly applicable to career development*
- *Have a lasting impact on the lives of newly resettled refugees*