



## **Cash and Medical Assistance (CMA) Program Internship**

**Internship Position:** Cash and Medical Assistance (CMA) Program Internship

**Organization Name:** Refugee Services of Texas, Austin

**Number of openings:** 1-2

**Hours per Week:** 16-24

**Length:** Dependent on length of internship requirements – preferably a minimum of 1 semester (negotiable)

**Compensation Type:** Unpaid

**Agency Description:** Refugee Services of Texas, Inc (RST) is a not-for profit social service agency guided by the principles of human compassion and dignity committed to providing quality services for refugees, asylees, and survivors of trafficking. RST's six offices throughout the state provide resettlement services and programs designed for the local communities we serve. Working in partnership with faith-based communities, businesses, and volunteers, we provide our clients with resources, referrals, education, and guidance to ensure their success in leading self-sufficient lives in Texas.

**Summary:** RST is seeking Undergraduate and/or Master's-Level Interns to assist with their Cash and Medical Assistance (CMA) Program. The internship requires a minimum of 16 hours a week for at least one full semester (Fall, Spring and/or Summer), depending on time/educational requirements. Internship duties consist of assisting with orientation and enrollment of eligible individuals into RCA and RMA programs. The CMA internship will be project based, both allowing the intern to utilize *computer skill*, and *gain* an understanding of the U.S. Refugee Program and the various domestic and international policies influencing refugee resettlement. Interns will work closely with Employment and Social Adjustment Services programs for verification of client eligibility and compliance. Duties also include program evaluation and development, as well as administrative assistance in running a social-services organization.

**Due to public health concerns surrounding COVID-19, this internship will be remote until further notice.** Applicants who have experience with data entry and/or working with diverse populations will be given top consideration. The internship is without stipends.

### **Duties**

1. Assist with updating different Excel spreadsheets
2. Assist in the provision of CMA program orientation, prepare documents, arrange interpreters, schedule client appointments

3. Maintain timely case notes and case files per program requirements; Review client files and ensure all necessary documents are present
4. Enter client data into the RST and state databases in a timely manner as directed
5. Maintain a high level of organization in documenting activities within client case files and computer databases
6. Other duties as assigned

**Qualifications:**

Qualifications include an ability to be flexible and manage time appropriately, a willingness to work with diverse populations, professionalism, and a commitment to social justice issues. Prior experience with diverse and/or vulnerable populations preferred, though not required.

**Skills:**

Skills include proficiency in MS Word and Excel, proficiency in Google Suite (Sheets, Docs, Calendar etc.), computer competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills. Applicant(s) should be mature, self-starting, and comfortable working within a fast-paced environment and with little supervision.

**Application Instructions:** For consideration, please submit a resume, cover letter and availability to [ecantwell@rstx.org](mailto:ecantwell@rstx.org) with subject line Cash and Medical Assistance (CMA) Program Internship. *Please inquire about details if academic credit is desired.*