



**Internship Position:** STEP Program Case Management Internship  
**Organization Name:** Refugee Services of Texas, Houston  
**Hours per Week:** Minimum 16 hours  
**Length:** Minimum 1 semester  
**Start Date:** Fall, Spring and Summer Semester(s)

**Agency Description:** Guided by the principles of human compassion and dignity, Refugee Services of Texas welcomes refugees, immigrants, and other displaced people and supports them in integrating and thriving in their new communities.

Responsibilities include:

- Supporting case managers working with vulnerable populations
- Researching community resources
- Coordinate client appointments
- Accompanying case managers to community meetings
- Advocating for clients as needed
- File case review
- Compliance monitoring
- General administrative duties as needed
- Assisting with transportation for staff and client needs

Qualifications:

- Enjoy working as a team member as well as independently
- Openness to take on projects as they arise
- Must be able to dedicate 16-20 hours a week to the position
- **Bilingual preferred**

As an intern with Refugee Services of Texas, you will gain incredible experience working with some of the most vulnerable population groups in Houston. You will also have the opportunity to work alongside a diverse staff within a growing organization.

*This is an unpaid internship.* For consideration please submit a resume and cover letter with the subject line STEP Case Management Internship to [houston@rstx.org](mailto:houston@rstx.org)