



## **Social Adjustment Services Program Internship**

**Internship Position:** Social Adjustment Services Program Internship

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

**Number of openings:** 2

**Hours per Week:** 32

**Length:** Dependent on length of internship requirements – preferably a minimum of 1 semester.  
*Actively looking for summer interns at this time.*

**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. The six RST 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 Social Adjustment Services Program. The internship requires a minimum of 16 hours a week for one full semester, depending on time/educational requirements. The program is currently in need of interns with summer availability. Internship duties consist of helping case managers connect clients with social services, such as Health and Human Services benefits and rent assistance. Interns will utilize computer and communication skills and gain an understanding of the U.S. Refugee program and the various domestic and international policies influencing refugee resettlement. Work involves close coordination with other RST teams, including the Employment and Intensive Case Management teams. The internship is without stipends.

**Duties**

- Communicate directly with clients in their native languages to coordinate meeting times and ensure client wellness.
- Complete applications for clients to community resources.
- Ensure accuracy throughout case notes.
- Update databases with client information, ensure accuracy and compliance within program guidelines and confirm timely delivery of services
- Developing and implementing an initiative-based project to support the RST mission.
- Perform 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.

*Bilingual in Spanish highly preferred.*

**Skills:**

Skills include proficiency in Microsoft Excel, computer competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills. Applicant 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 [cscarborough@rstx.org](mailto:cscarborough@rstx.org) with subject line Social Adjustment Services Program Internship.