



Social Adjustment Services Program Internship

Internship Position: Social Adjustment Services Program Internship

Organization Name: Refugee Services of Texas, Dallas

Number of openings: 1-2

Hours per Week: 16-32

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

Compensation Type: Unpaid. Mileage reimbursement available for specific internships

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. Internship duties consist of helping case managers connect clients with social services, such as affordable housing and food stamps. 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 but does reimburse for mileage.

Duties

- Communicate directly with clients in their native languages to coordinate meeting times and ensure client wellness.
- Manage legal and medical paperwork in multiple languages.
- Help administer cultural orientation and intake programs.
- 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. Car, proof of insurance, valid driver's license, and willingness to drive clients in personal car are required.

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 dallas@rstx.org with subject line Social Adjustment Services Program Internship.

Please inquire about details if academic credit is desired.