



Refugee Resettlement Volunteer or Intern

Job Title:	Volunteer/Intern – Refugee Resettlement
Objective:	Support the delivery of concrete services to newly arrived refugees
Department:	Client Services
Volunteer Supervisor:	Kathy Tucker, MSW or Ariel Burgess, MSW or Paul Costigan
Location:	International Institute office, 3654 S. Grand, St. Louis 63118
Time commitment:	Minimum 16 hours/week AND minimum 240 hours, 9-5 p.m., Monday-Friday, occasional Saturdays and evenings likely

Responsibilities: Support work of Case Specialists in delivering concrete services to refugees. Based on interest and time commitment, student will engage in one or more of the following activities with clients:

- Benefit assistance & advocacy, e.g. Food Stamps, Medicaid, TANF, Daycare, utility financial support;
- Medical care access & advocacy, e.g. assisting immunization clinics, scheduling appointments & accessing care;
- Financial education, e.g. use of EBT cards, obtaining MO State ID, opening checking account, writing checks;
- Use of public transportation system, reading maps, navigating community for services; and
- Work & job preparation, e.g. job interview practice, specific job-skills training;
- Develop materials useful to limited English speakers, e.g. communication cards & picture books;

Qualifications:

- Flexibility in adapting to client issues and work unit needs
- Regularly scheduled days of service, and reliable attendance
- Access to car a plus (reimbursement available for mileage)
- While not required, students who speak language of refugee group will be given strong preference. Possible client languages: Arabic, Nepalese, Burmese, Spanish, Somali, Swahili, Amharic, Tigrinya.

Training Requirements:

- Required: New Student Orientation (6 hours, week prior to start of semester on a Saturday)
- Other training is on-the-job, and will include specific service and documentation training, as well as shadowing other staff before working directly with clients.

Knowledge and methods of practice employed:

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| • Case work | • Information & referral | • Education |
| • Client advocacy | • Administration | • Documentation |

Volunteer skills developed:

- Engage with people from all around the world
- Help individuals along pathways out of poverty
- Improve interpersonal skills in communicating with limited English speakers.

To apply, send copy of résumé and cover letter referencing *Volunteer – Refugee Resettlement* to: Sarah Bekemeyer, bekemeyers@iistl.org.