Resettlement Services Intern

The International Rescue Committee of Baltimore is a non-profit, non-sectarian refugee resettlement agency dedicated to working together with legally admitted refugees to assist them in rebuilding lives and reuniting families in the greater Baltimore area. A committed staff of professionals and volunteers provide essential resettlement services to refugee families including basic necessities, education, employment, social services and advocacy.

The Resettlement Services Program is the first point of contact for newly arrived refugees and offers support, guidance and counseling though all stages of resettlement. Case managers provide initial services to orient refugees to life in the U.S., including (but not limited to) securing housing, addressing medical concerns, registering children in school, applying for Social Security and Baltimore ID cards, and linking refugees to our internal and mainstream services. Case managers also offer counseling in home-budgeting, crisis intervention, family counseling and other areas of social adjustment. Employment is an essential element in helping refugees become economically self-sufficient. Job Developers work closely with Case Managers as part of the Resettlement Services team to support all aspects of clients’ employment.

Basic Responsibilities:

The Resettlement services intern will assist case managers with the following tasks:

- MTA orientation (to IRC, health clinic, job, shopping centers)
- Activation of EBT cards for food stamps
- Follow-up with DFCS on public assistance issues
- Obtaining Georgia IDs for newly arrived refugees
- Assisting clients with doctor’s appointments and researching appropriate medical providers for refugees and/or low-income families
- Registering refugee children for school
- Securing housing and furniture for newly arrived refugee families
- Assisting staff and clients with grocery shopping
- Researching potential employers and job possibilities for IRC clients
- Assisting clients with writing resumes and preparing for job interviews
- Taking clients for job interviews and employment orientations, and helping them complete job applications
- Providing general administrative support

Requirements:

- Excellent communication and writing skills
- Organized with attention to detail
- Able to work independently and under pressure
- An interest in international and refugee issues
- Creativity and initiative to follow through on projects
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Computer literacy – preferably with PC systems
- A car/driver's license is beneficial

For more information please contact Emily Schrepf at:
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To learn more IRC Baltimore, please visit www.theIRC.org/Baltimore