



Heartland Human Care Services, Inc.

Refugee & Immigrant Community Services Employment Intern

Reports to: Manager, Refugee Employment & Adjustment Services

Heartland Alliance for Human Needs & Human Rights helps people living in poverty or in danger to improve their lives and realize their human rights. For more than 120 years, Heartland Alliance has provided hope, opportunity, and solutions—through both services and advocacy. Our work spans across four key areas [housing, health care, legal protections, and economic opportunity], creating paths from crisis to stability and on to success.

Heartland's Refugee & Immigrant Community Services provides employment, job readiness, and placement services for refugees and asylees. RICS annually resettles more than 150 individuals in Chicago from places like Burma, Burundi, Democratic Republic of Congo, Congo-Brazzaville, Cuba, Eritrea, Ethiopia, Liberia, Sierra Leone, Somalia, Sudan, & Uzbekistan. RICS serves an additional 500 refugees through a variety of services, including cultural orientation, adjustment counseling, medical case management, family literacy, prevention education services, after-school tutoring for children, and English language training for adults.

We are looking for an unpaid intern to serve in our Employment & Adjustment Program.

Responsibilities for this position include:

- Cold calling employers to develop potential contacts.
- Working with individuals and groups on job-readiness skills including interviewing techniques, filling out job applications, and workplace culture orientations.
- Tracking in-kind donations and determining fair market value of these goods.
- Database entry.
- Assessment and reporting of Employment program participant needs.
- Creation and maintenance of job upgrade and career plan forms.
- Assisting with the delivery of financial literacy curriculums to program participants.
- Minimum of 16 hours per week availability, minimum three month commitment.

Qualifications:

- Excellent communication and organizational skills.
- Interest in working with refugees in a multi-cultural, multi-lingual, and multi-ethnic environment.
- Patience and flexibility.
- Computer proficiency.
- Language proficiency in Amharic, Arabic, Burmese, French, Kirundi, Kinyarwanda, Polish, Russian, Somali, Spanish, Swahili, Turkish, and Uzbek is preferred, but not required.
- A Drivers' License is preferred.

Internship may be shortened or lengthened depending on student's schedule.

For more information regarding the program and/or the application process, please contact:

To apply contact:

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