



Heartland Human Care Services, Inc.

Refugee & Immigrant Community Services Homeless Prevention Intern

Reports to: Associate Director, Refugee Family 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 Homeless Prevention Program.

Responsibilities for this position include:

- Correspondence with refugees/asylees that are at-risk of imminent homeless.
- Communication with Chicago landlords to obtain documentation for Homeless Prevention applications.
- Database entry.
- Completion of Homeless Prevention applications and recertification for housing subsidies.
- Coordination with Homeless Prevention staff including housing locators.
- 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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