



Heartland Human Care Services, Inc.

Refugee & Immigrant Community Services Resettlement & Placement 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 resettlement services including assistance with housing, food, household items, cultural orientation, adjustment counseling, and coordination of resources 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 employment, job-readiness and placement services, medical case management, family literacy, prevention education services, after-school tutoring for children, and English language training for adults.

We are searching for an unpaid intern to serve in our Resettlement & Placement Program. The R&P intern will gain experience in the following areas:

Skill Outcomes & Responsibilities for this position include:

- Reviewing and communicating each new refugees' material and practical needs.
- Establishing and maintaining relationships with internal and external sponsors.
- Coordinating in-kind donations with donors, resettlement staff, and refugees (i.e. arranging donation pick-up and scheduling visits to refugee homes).
- Accompanying new refugee arrivals to public aid, clinic, and other appointments.
- Coordinating monthly new arrival orientation workshops.
- 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/or Uzbek is preferred, but not required.

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

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

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