



JOB DESCRIPTION

POSITION TITLE: Refugee Reception & Placement (R&P) Intern

REPORTING RELATIONSHIPS: Director of Arrival Services

STATUS: Part-time, one-to-two semester internship, no benefits

HOURS: 15+ hours/week, as agreed upon with supervisor

ARRIVE MINISTRIES: Is a faith-based organization that empowers the local Church to reach out and serve our new neighbors economically, socially, and spiritually. We work primarily with refugees being resettled in Minnesota.

PURPOSE OF THIS POSITION: This position is in the Reception and Placement (R&P) program assisting to provide newly arrived refugees with basic needs support and core social services as defined by the Bureau of Population, Refugees and Migration at the State Department. The primary duty of this position is to assist case managers to ensure the core services and basic needs are met on specific timelines and documentation of all required services is complete.

DUTIES AND RESPONSIBILITIES:

- Provide case management for newly-arrived refugee families by linking them to community and social services and ensuring basic needs are met in compliance with contract requirements
- Provide social service delivery (i.e., transportation to service appointments such as Social Security, health screenings, ESL registration, public assistance)
- Maintain donation room items and coordinate basic needs distribution
- Schedule, enter, and administer daily client appointments in a shared Google calendar
- Assess refugee family/individual needs, and establish an appropriate resettlement plan
- Make client referrals to necessary services (medical intake, mental health assessment, employment, English classes, cross-cultural orientation, etc.), maintaining strong working relationships with collaborative partners
- Maintain case notes and assist with case files and associated case paperwork or reports
- Assist in development of resettlement and community resources
- Interact with newly-arrived refugees, their family, friends, interpreters, and other social services providers

KNOWLEDGE AND SKILLS REQUIRED:

- Pursuing a degree in Intercultural Studies, Social Work, Human Rights, or related field; or recently graduated
- Experience living or working cross-culturally and ability interact with clients of limited-English capacity
- Time management and problem-solving skills, with ability to handle multiple tasks effectively
- Comfortable working in a cross-cultural and faith-based environment
- Ability to follow written and oral instructions, and to be able to work both independently and in a team
- Patience with and compassion for people
- Competency Word processing, Excel spreadsheets, database, internet
- Valid MN driver's license
- A demonstrated faith in Jesus Christ and compatibility with our mission
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.

**To apply: complete a volunteer application (arriveministries.org/volunteer)
& send resume/cover letter to Krista Allgor, kallgor@arriveministries.org**