

# CWS Harrisburg Internship



## Refugee Resettlement Intern

CWS Harrisburg collaborates with partners to give hope, opportunity, and relief to refugees and immigrants, as well as promote a diverse and welcoming community. We work together with faith groups, organizations, and individuals to provide help and homes to refugees and work to build a hospitable community in the United States for uprooted people so that they can fashion a better future.

**Position:** Refugee Resettlement Intern

**Location:** CWS Harrisburg – 2101 N Front St Building 3 Suite 301, Harrisburg, PA 17110

**Reports to:** Resettlement Case Manager

**Hours and Length:** Minimum 15 hours/week for one or more semesters, or 10-12 weeks per term

### Basic Intern Responsibilities:

- Assist resettlement case manager in preparing for new arrivals, including preparing phones and airport reception
- Assist resettlement case manager in providing newly arriving refugees with resettlement services, including cultural orientation, intakes, medical appointments, school enrollment, ESL referrals, welfare applications, etc.
- Transport clients to a variety of appointments, including to the county assistance offices, clothing bank, social security administration, medical appointments, etc.
- Help case manager conduct home visits
- Assist case managers in completing case notes, financial requests, and reports for the resettlement program
- Coordinate with interpreters to provide linguistically and culturally competent services

### Qualifications:

- Social Work or International Studies majors are preferred; other majors considered
- Junior or Senior undergraduate or post-Graduate students are preferred; other undergraduate students considered
- Excellent communication and writing skills
- Creativity and initiative to follow through on projects
- Ability to work independently and be a self-starter
- Cultural competency and strong desire to work in a cross-cultural environment
- Language proficiency in English required, refugee language (Arabic, Swahili, Spanish, Ukrainian, etc.) preferred
- Students may receive course credit for the internship. Students seeking this option should inquire with their academic advisor. We will work with the student and college advisor on achieving desired learning outcomes and completing the required paperwork
- Preference is given to those 21 years of age or over to meet CWS driver approval qualifications. Must have a valid driver's license and insurable driving record

**Applying Instructions:** Send a cover letter and resume to [aswan@cwsglobal.org](mailto:aswan@cwsglobal.org). Please state the semester of preference. Applications will be accepted on a rolling basis.

**Note:** Any applicant selected for the internship must have a university agreement from your current or former university or educational institution that indicates the internship would be related to your education or studies.