

Wellness Program Medical Case Management Intern

RefugeeOne, located in Chicago's Uptown neighborhood, has a national reputation for its success in assisting refugees fleeing war and persecution as they build new lives.

With the help of 450 volunteers, RefugeeOne walks alongside refugees as they take their first steps on the road to self-reliance: we greet new arrivals at O'Hare Airport, furnish their first apartments, help them learn English, and connect them to their first jobs. However, we recognize that job skills aren't the only component to success in the United States, which is why we provide mental health care, after-school programming, and community-building services as well. Our ultimate goal is to help refugee families become self-reliant in as little as 6-12 months.

Responsibilities The Wellness Program Medical Case Manager Intern is responsible for assisting with all aspects of the case worker's job including:

- Making medical appointments, assisting clients in getting to appointments. Arrange transportation through Medicaid transportation and assist client with ADA Paratransit Service Applications.
- Research and connect clients to community resources addressing their current health needs Manage in home volunteer database and return communication as appropriate.
- Interpret if fluent in one or more of clients' preferred languages
- Update case notes of services provided weekly. The intern will carry an individual caseload of 5-7 cases at any time and will support all health stabilization efforts for those clients in collaboration with the Medical Case Manager.
- Maintain standards of confidentiality outline by the signed confidentiality agreement
- Assist with the planning and presentation of health education workshops as needed.
- Assist with disability applications: Including scheduling the initial appointment, collecting medical records, completing paperwork, and coordinating with lawyers as needed
- Complete data entry and administrative tasks that support the Wellness Program

Requirements: Reliable and flexible. Organized with attention to detail. Able to work independently. Strong desire to help people and enthusiasm for working in a multi-cultural setting.

Bachelor's degree required or undergraduate senior majoring in psychology, public health, social work, anthropology and other sciences.

Graduate student majoring in social sciences including public health, social work, nursing, healthcare administration, and community health

Preferred: experience in medical settings, experience working with individuals and groups from diverse ethnic and faith communities, understanding of trauma informed care. Fluent in more than one language including Arabic (preferred), French, Urdu, Rohingya, Burmese.

To apply for this internship, please send a resume and cover letter, your available dates, and preferred schedule, to jdouglas@refugeeone.org. Internships at RefugeeOne are unpaid, but students may obtain college credit. Internship times are flexible during office hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. Start and end dates are also flexible.

Minimum commitment and Internship Duration: 16hrs/week for at least three to six months.

NO PHONE CALLS PLEASE