

## Employment Program Intern

Department: Refugee Resettlement Services  
 Reports to: Employment Specialist(s)  
 Term: Fall 2021 or Full Academic year (start/end dates flexible)  
 Hours: 16 hours per week from 8:30 a.m. – 4:30 p.m.

The Employment Intern assists the employment team in providing services to refugees and asylees. The goal of the employment team is to help clients become financially self-sufficient as soon as possible after arrival. The Employment Intern works directly with the employment specialists

Role	% of Time	Primary Responsibilities
<b>Employment Counseling and job development</b>	85%	<p><b><u>Remote:</u></b></p> <ul style="list-style-type: none"> <li>➤ Research and initiate contact with potential employers and maintain relationships with current employer partners.</li> <li>➤ Research and identify job openings, complete job applications, arrange interviews, and negotiate placements.</li> <li>➤ Based on client intake and service plan, build resumes and screen clients to best match clients with available jobs.</li> <li>➤ Assist with employment orientation as needed.</li> <li>➤ Schedule and hold interview prep sessions with individual or groups of clients as necessary.</li> <li>➤ Council clients individually on various aspects of US work culture, employer expectations, and workplace norms.</li> <li>➤ Council clients on appropriate clothing for interviews and work, taking clients to purchase clothes and shoes if necessary.</li> <li>➤ Assist clients in communicating with and conveying information to HR managers and supervisors.</li> <li>➤ Assist with finding child care providers and submitting applications for child care subsidies as needed.</li> </ul> <p><b><u>In Person:</u></b></p> <ul style="list-style-type: none"> <li>➤ Escort client to interviews, facilitate the interview, and complete necessary HR paperwork.</li> <li>➤ Council clients on public transportation routes to and from work and home prior to their first day of work. Escort clients on public transportation when necessary.</li> </ul>
<b>Administration</b>	15%	<ul style="list-style-type: none"> <li>➤ Maintain a live, comprehensive, and updated to-do list on a shared platform with supervisors.</li> <li>➤ Maintains detailed, timely, and accurate case notes of all services provided to clients. Report monthly to supervisor all client referrals and placements.</li> <li>➤ Collaborate with other departments to ensure all clients receive the best possible support from RefugeeOne.</li> <li>➤ Participates fully in department and agency meetings, providing updates on clients served when appropriate.</li> <li>➤ Participates in trainings as required.</li> <li>➤ Completes other duties and tasks as assigned.</li> </ul>

**Competencies include:**

- Strong ability to coach others in setting and achieving goals
- Ability to teach others, particularly from diverse backgrounds with varying degrees of English language skills
- Exceptional problem solving skills, including the ability to develop and follow through with practical solutions
- Collegial and collaborative with colleagues – a team player
- Is able to maintain calm, professional demeanor and take action in stressful situations
- Resilient and Resourceful
- Excellent organizational and networking skills.
- Strong time management skills; able to juggle multiple priorities and responsibilities
- Ability to set appropriate boundaries, including the ability to say “no” when in the best interest of the client and agency
- Able to maintain patience and courtesy even in difficult circumstances
- Excellent communication skills with non-native speakers of English
- Excellent interpersonal skills with individuals from a variety of ethnicities, cultures and backgrounds
- Demonstrates respect for people from all races, cultures, religious and ethnic backgrounds
- Flexible in work schedule
- Passion for the mission and vision of RefugeeOne

**Benefits and skills to be gained:**

- How to use a Client Relationship Management (CRM) database, a platform that is often used in non-profit and other professional settings.
- Developing an understanding of US immigration policy and practice, and an opportunity to better understand the lived experience of refugees and asylees.
- Communicating creatively with people of varying levels of English, English literacy, and technological literacy.
- Building professional but personal relationships with clients in a nonprofit setting.
- How to be accommodating, flexible, and clear with colleagues and clients alike.
- Learning how to work with and encourage clients while also learning how to set professional boundaries and be firm, when necessary.

**To Apply:** Please email your resume and 1-page cover letter (including your daytime availability) to Ms. Jan Douglas at: [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org). Note: Employment Program Intern in the subject.