



Casework Internship

Refugee and Immigration Services is a nonprofit organization that has resettled refugees and assisted immigrants in the Roanoke Valley since 1980.

Our Caseworkers:

- Are in charge of an average of 15-20 active cases each.
- Help refugee families obtain food stamps, Medicaid benefits, and other types of Social Service aid.
- Make regular home visits to insure that refugee families are making a good cultural adjustment.
- Schedule and transport refugee families to medical and social service appointments.
- Lead refugees through the process of adjustment and into independence.

Responsibilities: What do our Casework Interns do?

- Assist with apartment set up for refugee families.
- Fill out forms for the Department of Social Services (DSS) and Health Insurance providers.
- Make refugee home visits in the company of or at the direction of a caseworker.
- Schedule medical appointments for refugees.
- Transport refugees to medical and DSS appointments or for necessary shopping trips.
- Teach refugees to access public transportation.
- Attend casework meetings as necessary.

Benefits: What do our Casework Interns gain?

- Enjoy a flexible and diverse working environment; e.g. our staff of 15 includes 10 nationalities.
- Work with an experienced and dedicated nonprofit team.
- Experience the challenge and rewards of being a caseworker.
- Learn to access Social Service aid and public assistance in our community
- Build a resume of experience in the nonprofit field.

Qualifications: What are we looking for in Casework Interns?

- People skills: keeping refugee and immigrant clients as their top priority
- Proficiency in English: able to write clearly and concisely
- Good Computer skills: competent in MS Word, Excel, Access, and Outlook
- Flexibility: able to handle a high-paced working environment
- Ability to Multi-task: able to handle numerous projects at the same time
- Organization: keeps paperwork and tasks in order and up to date
- Perseverance: sees a task through to completion
- Multilingual: (This is preferred, but not required)

Time Commitment:

- Internships are on a fixed schedule for 1 to 2 semesters for a minimum of 12 hours per week.
- Summer Internships are also available.

For more information, please contact:

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