**CANOPY NWA
Refugee Services Summer Internship Description**

**Job Title:** Refugee Services Intern
**Reports To:** Case Manager, Employment Specialist
**Internship period:** Summer: May 27- August 9; Fall: August 26- Dec 6

**SUMMARY**:
During this internship, the intern will work directly with Canopy’s case management team to provide core services to their refugee clients. The intern will assist Canopy staff in conducting intake and exit interviews with refugee clients, taking clients to appointments, helping clients apply for documentation and benefits and keeping up client case files.

10-15 hours/week. Unpaid, for credit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Assists case manager in providing core services to clients, including but not limited to: apartment setups, airport pickups, next-day home visits, intake interviews, applications for social security, public assistance and state IDs, health screenings, school and ESL enrollment, cultural orientation and exit interviews.
* Assists Canopy staff in maintaining client case files and case note logs

**QUALIFICATIONS**

* Cross cultural sensitivity and knowledge with the ability and desire to work with people of other cultures, some of whom will be limited-English speakers.
* Written communication skills, ability to write reports and make presentations
* Detail oriented, extensive documentation skills, organized and able to work in a multi-tasked environment.
* Maintains punctuality for work, appointments and report dates.
* Ability to self-start but also works well in a team setting. Can collaborate effectively with others.
* Computer skills in Word, Excel, and the use of email and other applications.
* Must have and maintain a valid driver’s license and provide proof of auto liability insurance.
* Demonstrates commitment to the mission, values and vision of Canopy NWA.

**EDUCATION and/or EXPERIENCE**
Must be either an undergraduate or a graduate student for the duration of the internship. Must receive credit for this internship.

*To apply, please submit a resume and cover letter to* Francisco.ayala@canopynwa.org *by April 19.*