

PRIME (Promoting Refugee Integration, Mobility and Empowerment) INTERN

The PRIME program provides extended case management to qualifying individuals with wrap-around support either directly, or through connections to other providers and programs. Client goal setting and empowerment are key aspects of this program.

Department: Integration and Wellness

Reports to: PRIME Case Manager

Commitment: 10-12 weeks, **Duration:** 15+ hours/week

Responsibilities

- Participate in needs assessment, goal setting, tracking, and coaching clients as they learn to access medical, mental health, and other support services in the community
- Facilitate creating budgets and financial planning with clients
- Assist housing search and application completion with clients
- Assist application completion, referral, and communication with social services
- Advocate with landlords and other organizations
- Assist new families with transportation to appointments
- Bus train or provide other transportation support and planning
- Perform home visits and other duties as assigned
- Documentation of all contact and interactions with clients

Requirements

- Support of World Relief mission and values
- Strong communication skills, both verbal and written
- Competent in the use of Microsoft Office
- Initiative, high sense of responsibility
- Ability to plan, train, organize, while working within difficult cultural and physical environments
- Ability to work with minimum supervision
- Research solutions to client problems promptly and efficiently
- Flexible, motivated team player
- Must pass Criminal Background Check and Driver's background check
- Cross-cultural experience (preferred)
- Ability to speak another language (preferred)

Initial Training required of all World Relief Interns

- Complete Intern Application found on the World Relief website <https://worldrelief.org/spokane/get-involved/internships/>
- Complete US Programs New Volunteer Orientation
- Attend Local Intern Orientation as scheduled by Intern Coordinator one week prior to start date
- Additional trainings per supervisor