



## **Immigrant and Refugee Social Services Internship**

**Job Title:** Immigrant and Refugee Social Services Intern  
**Commitment:** A minimum of 2 months; a minimum of 16 hours per week  
**Application Process:** Email your resume and cover letter to Lucy Rabbaa, Director of Social Services, [lrabbaa@hiaspa.org](mailto:lrabbaa@hiaspa.org)

### **Mission:**

Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

### **General Description:**

The HIAS Pennsylvania Immigrant and Refugee Social Services Intern will play a critical role in welcoming newly arrived refugees, asylees, and immigrants. The internship is a flexible position that may support many aspects of our programming, including **education, refugee resettlement, health and wellness, refugee housing, and employment**. Past interns have worked closely with case managers to connect clients with public benefits, healthcare, and other services; past interns have also developed and provided educational workshops about digital literacy, the healthcare system in the U.S., resume writing, and other topics. Interns have researched services for immigrants in Philadelphia and conducted community outreach to develop new partnerships, and interns have done projects related to program evaluation, such as developing and conducting client feedback surveys.

The programs encompassed in the Social Services Department include the Reception and Placement program welcoming newly arrived refugee clients from the moment they arrive at the airport; employment services to support refugees in finding their first job in the U.S.; the Immigrant Wellness program providing intensive case management, group programming, and health navigation; and the education program providing ESL classes and youth programming for newly arrived refugees and asylees. Specific program assignments will be made after the interview process based on intern candidate interests and program needs.

**Social Services interns will have the opportunity to develop skills in cross-cultural communication, case management, trauma-informed service provision, research, program evaluation, curriculum development, and community outreach.**

**Requirements:**

- Some direct service experience with vulnerable and/or multicultural populations helpful
- Enthusiasm, persistence, positive energy, compassion, and patience
- Comfort using public transportation
- Language skills beyond English strongly preferred, especially Spanish, Arabic, Urdu, Dari/Farsi, Pashto, Burmese, Ukrainian, Russian, Swahili, or French
- Flexibility to assist clients with occasional early morning, evening, or weekend activities

**Cover Letter Instructions:**

Please submit a brief cover letter along with your resume by answering the following two questions:

1) Please rank, in order, your top three preferences for an area of specialization (employment, immigrant wellness, refugee reception & placement, health program education, and housing). If you have a very strong preference for one particular specialization please add a brief statement clearly explaining your interest.

2) Briefly describe your approach to working with someone who speaks a different language and has a different cultural background from your own. If possible, provide specific examples drawing on any past experience from work, school, or volunteer engagements.