



refugee development center

Refugee Development Center Fall Internship Health and Housing Navigation Programming

Duration: August 28th – December 21st

Term: 18 weeks

Hours: 9 - 10 hours/week

Description: The mission of the Refugee Development Center is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support.

www.refugeedevelopmentcenter.org.

Navigation Intern will support Health and Housing Navigators in completing health and housing case management tasks. Navigation intern will assist the Health Navigator in resolving RDC clients' questions related to medical and dental care, health insurance, and MDHHS benefits. The navigation intern will assist the Housing Navigator in developing an updated list of affordable housing units available in Ingham County.

Internship Schedule			Weekly Hrs.
Aug 28 – Sep 1 (1 week)	Training and Curriculum Preparation	3 days a week, TBD by Team	9
Sep 5 – Dec 14 (16 weeks)	Fall Semester Sessions	3 days a week, TBD by Team	9
Dec 18 – Dec 21 (1 week)	Data Reporting, Review and Reflection	3 days a week, TBD by Team	9

This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application. A cover letter is required for consideration. Incomplete applications will not be accepted.

Responsibilities:

- Meet with clients at the Drop-in center when they request assistance
- resolve client's minor problems with bills, health insurance, benefits, and housing
- Contact affordable housing providers in Ingham County to determine pricing and availability of units; record information in a working spreadsheet
- connect clients to local social services and resources as needed
- Record case management interactions in case notes.

Qualifications:

- English language fluency
- Interest in social services and case management
- Speakers of Arabic, Dari, Farsi, French, Kinyarwanda, Pashto, and Swahili are encouraged to apply

To apply:

Email resume and cover letter to Dayfran Camacho at info@rdclansing.org **before** August 18th, 2023.