



# Refugee Development Center Summer 2024 Internship Application

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. Learn more at [www.refugeedevelopmentcenter.org](http://www.refugeedevelopmentcenter.org).

Duration: August 26th- December 13, 2024

## Navigation Internship

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. This program takes place at RDC's Newcomer Center in south Lansing.

Schedule Options	Weekly Hours
Monday/Tuesday 9:00am-12:00pm, Thursday 12:00pm-3:00pm	8-13 hours (option to add more hours to fulfill requirements are available)

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.

### 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:

- ❖ Bachelor's of Social Work (BSW) or Master's of Social Work (MSW) students preferred
- ❖ Demonstrated interest in social services and case management
- ❖ English language fluency
- ❖ Ability to work with adults from a diverse background
- ❖ Demonstrated cross-cultural sensitivity
- ❖ Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- ❖ Reliable form of transportation

Email resume and cover letter to Savanna Hamed at [volunteer@rdclansing.org](mailto:volunteer@rdclansing.org). Applications will be accepted until July 26th, 2024. Internship positions will be filled on a rolling basis. Incomplete applications will not be accepted.