



# refugee development center

## Health and Housing Navigation Programming 2024 Spring Internship

**Duration:** January 8 - April 19 (option to extend to May 17)

**Hours:** 9 hours/week

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).

**Program Description:** 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.
Jan 8 - Jan 12 (1 week)	Training	M/T 9 am-12 pm; Th 12-3 pm	9
Jan 15 - April 12 (16 weeks)	navigation program activities	M/T 9 am-12 pm; Th 12-3 pm	9
April 15 - April 19 (1 week)	Data Reporting, Review and Reflection	M/T 9 am-12 pm; Th 12-3 pm	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:

- Bachelor's of Social Work (BSW) or Master's of Social Work (MSW) students preferred
- Demonstrated interest in social services and case management
- Speakers of Dari, Pashto, Spanish, Kinyarwanda, Swahili, and Arabic are encouraged to apply

### To apply:

Email resume and cover letter to Savanna Hamed at [volunteer@rdclansing.org](mailto:volunteer@rdclansing.org). We will begin reviewing applications December 1st on a first come first serve basis. Final decisions will be made by December 8th.