

R&P Intern Position Description

Position Title:	Reception and Placement Volunteer Intern
Position Location:	Spokane, WA
Department/Division:	Reception and Placement
Job Title of Supervisor:	Resettlement Program Manager
Length of Opportunity:	Minimum time commitment: 10 wks. Maximum time commitment: 32 wks.
Number of Positions Open:	2
General Function:	Assist case managers with pre-arrival, arrival, and post-arrival tasks to meet or exceed Operational Guidelines established by U.S. Department of State
Specific Job Duties:	<ul style="list-style-type: none">• Help prepare for and welcome new arrivals• Assist with applications for social services• Assist with needs assessment and advocacy• Transportation of clients to service provider appointments• Home visits and other duties as assigned
Knowledge, Skills, & Abilities:	<ul style="list-style-type: none">• Valid driver's license• Competent in the use of Microsoft Office 2010• Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments• Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently• Ability to communicate clearly, both orally and in writing• Flexible / motivated team player
Experience Preferred:	<ul style="list-style-type: none">• Cross-cultural experience
Physical Demands:	<ul style="list-style-type: none">• Ability to climb and descend stairs unassisted• Ability to lift 40 pounds
Work Environment:	<ul style="list-style-type: none">• Work environment may vary depending on the assigned tasks