

## INTERNSHIP REQUIREMENTS

### QUALIFICATIONS

- Bilingual preferred; command of any of the following languages: Spanish, Swahili, Arabic, Dari, Pashto, Russian, Ukrainian
- Must be 18 years of age or older
- Currently enrolled in an undergraduate program, graduate program or have recently completed a degree within the past year
- Possess and maintain a valid driver's license and auto insurance
- Pass a Level II AHCA Background screening in compliance with our licensing standards
- Applicants with, but not limited to, the following academic backgrounds are welcome: social work, TESOL, international studies, non-profit management
- Cross-cultural experience preferred

### COMPETENCIES

- Adaptability/Flexibility
- Coordination/Collaboration/Presentation Skills
- Working knowledge of computers/software such as MS Word, Excel, Outlook
- Must be able to communicate orally and in writing
- Assertive, completes projects independently with minimum guidance
- Ability to work with people from various cultural, religious and social backgrounds

### SAMPLE DUTIES OVER THE TERM

- Assist case managers in conducting client assessments and data entry
- Conduct file reviews to ensure compliance with grants
- Prepare client files for new arrivals and newly enrolled clients
- Set up apartments for new arrivals
- Receive and process donations
- Keep inventory housewares and furniture items
- Chaperone youth (ages 15+) on field trips
- Create and lead workshops available for refugee clients
- Provide interpretation and/or translation of materials relevant to program activities, plans or appointments (if applicable)
- Conduct community outreach
- Duties may be amended as required by internship agreement with educational institution

## Lutheran Social Services of NE FL, Inc. Refugee Services Internship Program



**i** LSS was founded in 1979 as a hunger-relief agency.

We began serving refugees just one year later, in 1980, and have been doing so ever since. We have continued to grow over the years, adding programs for HIV services, representative payee services, and financial and career coaching.

We are the most robust refugee services provider in Northeast Florida, providing not only resettlement, but also employment, career ladder, case management, and youth mentoring and tutoring. All our programs foster social and economic self-sufficiency, while providing community integration services for our new neighbors.

Our diverse staff, many former refugees themselves, speak over 20 languages.

LSS Refugee Services' Interns are immersed in the field of refugee services.

They assist the in-house refugee programs with direct service and administrative support.

Internships are unpaid and are on-site at our offices: 4615 Philips Hwy Jacksonville FL 32207.

Credit hours or core requirements available upon review/approval of corresponding educational institution. LSS has contracts in place with UNF for Intern placements.

An evaluation following completion of internship is provided.

### TERMS

- Mid-June – August 2023
- September – December 2023
- January – May 2024
  
- Must commit to a minimum of:
  - 15 hours per week
  - 9 weeks Term

### APPLICATION PROCESS

- Rolling Application deadline for each term. Review your school's deadline for course credit
- Submit cover letter and resume to: [jobs@lssjax.org](mailto:jobs@lssjax.org)
- Indicate Term of Interest & Educational Institution