Health and Wellness/Logistics Intern

BACKGROUND: The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 29 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in Atlanta office was established in 1979 and has resettled over 21,000 refugees from nearly 50 countries into the Greater Atlanta area. As the largest refugee resettlement agency in Georgia, the IRC in Atlanta resettles an average of 1,000 refugees into Georgia annually and provides additional services and assistance to another 2,500 refugees and asylees.

SCOPE OF WORK:
The provision of healthcare is an essential component in the resettlement process. The intern’s main responsibilities would fall under the tasks of: assisting staff in contacting clients for physical and mental health appointments, data entry, partnership building and coordination, including creation of a referral network, research on gender-based issues around women’s health for newly-arrived refugees in Georgia, and direct service support.

RESPONSIBILITIES:
- Assist staff with planning, maintaining databases, and recruitment for mental health screenings.
- Provide logistical support in transporting clients to and from appointments.
- Assist with data collection and reporting for all of Health and Wellness activities.
- Propose and develop other support services that serve the program goals, client’s needs, and learning objectives.
- Conduct an assessment of existing resources available to the refugee community around trauma, mental health, family planning services, men’s involvement, etc.
- Help develop working partnerships with social services organizations, other nonprofit health organizations, and community groups.
- Research and attend a wide variety of out-of-office educational forums hosted by other organizations related to women’s health, mental health, and/or general health and wellness.
- Upon extensive training, meet with clients directly to provide skill building support and service documentation. In addition, contact clients for appointment reminders and follow-up services.

REQUIREMENTS:
- Prefer students with interest and experience in physical, mental health, and trauma needs
- Excellent communication and writing skills
- Able to work independently and under pressure with multiple tasks and competing deadlines
- An interest in international and refugee issues
- Creativity and initiative to follow through on projects
- Strong desire to help people and enthusiasm for working in a multi-cultural setting
- Computer literacy – preferably with Microsoft office and visual learning content creation
- A car, valid driver’s license, and ability to transport clients
- 15 hours per week time commitment

For more information or to apply, please contact Duncan de la Feld, Volunteer Coordinator, at VolunteerATL@Rescue.org or 678-636-8928. To learn more about us, please visit the IRC website at www.Rescue.org/Atlanta