



# Resettlement Assistant

## **Position Logistics:**

Location: Boise, Idaho IRC location [7287 W Franklin Rd, Boise, ID 83709](https://www.rescue.org/volunteer-opportunities/boise-id)

Start Date: Any

Time Commitment: Minimum of 15 hours per week

This position reports to: Sara Bonfanti, Resettlement Manager

Where to apply: <https://www.rescue.org/volunteer-opportunities/boise-id>

**Please submit a resume and cover letter**

**Important Note:** This is an unpaid internship.

## **Background:**

The IRC is an international non-profit that responds to the world's worst humanitarian crises, helping people survive and rebuild their lives, leading the way from harm to home. Since the Boise office opened in 2006, IRC Boise has resettled over 3,600 refugees and asylees, and provided aid to the broader Boise community.

## **Scope of work:**

The Resettlement Program includes providing core services to new arrivals, and helping clients work towards self-sufficiency during their first two years in the U.S. in the areas of health, employment, finances, DWS, education, housing, family and community. Resettlement interns work closely with the Resettlement Specialists throughout their internship, assisting and learning about all aspects of the Resettlement program

## **Project Description:**

The Resettlement Assistant Intern help Resettlement Specialists deliver resettlement services to refugees newly arrived in the U.S. in the Reception and Placement, Matching Grant and Refugee Cash Assistance programs.

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### **Essential Position Functions:**

- Shadow a Resettlement Specialist for two-weeks at start of internship on the following new arrival services: airport pickup, home safety orientation, grocery shopping, applying for various benefits at government offices
- Assist with Core Services: benefits acquisition (filling out applications for SNAP, WIC, ICCP), transportation, etc.
- Train clients on use of public transportation to access IRC offices, school, benefits offices, etc.
- Take Clients to bank or credit unions to teach them how to cash a check and/or open accounts
- Help Clients figure out how, when and where they can pay their rent, including bus training and/or postal system/doing a money order
- Help Clients learn how to pay their utility bills
- Prepare new Clients' file and file documents in existing files
- Fill out AR-11 change of address forms
- Collect clients' signatures and delivery documents to clients
- Support the work of the housing specialist: managing notice to vacate and filling out USP change of address forms
- Fill out job applications and pre-hire paperwork
- Assist with all tasks related with a job interview and a job start

### **Requirements:**

- Currently pursuing an undergraduate or graduate degree or recent graduate
- Previous experience with an ESL population
- Willing to learn about IRC history, philosophy, global work, and local efforts; adhere to IRC volunteer and workplace policies
- Willing to take on new things and learn as they go
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred
- Reliable, independent, and able to take on a project assignment and ask for help when needed
- IRC orientation and background check required

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**Preferred:**

- Owns a vehicle; willing to use personal vehicle to meet clients in needed locations (due to Covid-19, clients will travel via Uber/Lyft Rides).

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