



KRM LOUISVILLE INTERN OPPORTUNITIES

Interns must commit to a minimum of **8 hours per week**, for a minimum duration of **6 weeks**, or a **minimum total of 80 hours**. Internships may be limited to one program area or they may span multiple program areas depending on the intern's interests/availability and the agency needs.

To apply, interns must submit a completed **Intern Application, Resume, and Background Check** prior to interviewing for the position. Application documents are available online at KRM's Careers and Internships page on kyrm.org. Contact Adrienne Eisenmenger, Family & Youth Services Manager/Program Leader at **(502) 479-9180 x 573** or aeisenmenger@kyrm.org with any questions.

SOCIAL SERVICES/BASIC NEEDS SUPPORT

Two offices within KRM provide social services to newly-arrived individuals and families: the Refugees of the World (ROW) Office and the Cuban/Haitian Office. Both offices focus on securing basic needs such as housing, financial security, access to food/public benefits, and orientation to local transit. Assignments may include preparing for client's arrival in the U.S., escorting clients to appointments, practicing bus routes with clients, maintaining case files, and conducting home visits. Spanish language proficiency is preferred if working with the Cuban/Haitian office. Interns working in these programs report to Case Managers. Available hours per week: 40

ENGLISH AS A SECOND LANGUAGE PROGRAM

KRM offers two sessions of ESL daily (except for Wednesdays): a morning session from 9:30am-12:30pm and an afternoon session from 12:45-3:30 pm. Interns may assist with ESL instruction or small-group tutoring to practice basic reading, writing, conversation, and job skills with adult students. Interns may also assist with curriculum development, maintaining attendance records, administering pre- and post-tests to evaluate student progress, and maintaining client files. Interns report to ESL Coordinator. Available hours per week: 16

FAMILY CENTER/EARLY CHILDHOOD EDUCATION

The Family Center is dedicated to providing ESL classes, cultural orientation, and job readiness education for mothers of preschool children. Interns may assist Family Center

child care staff in daily activities and classroom instruction, tutor women participating in the Family Center ESL class, assist with client transportation to preschool registrations and WIC appointments, coordinate speakers and interpreters for cultural orientations at the Family Center, and conduct ESL in and out testing. Interns may be asked to perform other tasks that aid Family Center clients as needed. The Family Center operates Tuesdays, Wednesdays, and Thursdays from 9:30-12:30. Interns report to the Family Center and Early Childhood Coordinator. Available hours per week: 10-15

EMPLOYMENT SERVICES

The Employment Services department is responsible for finding over 600 jobs per year for refugees who have recently arrived in Louisville. KRM's Job Developers create and maintain contacts with local employers, offer job opportunities and guidance to clients, assist with applications and interviews, and offer orientation to ensure clients have the necessary tools to maintain employment. The Employment Services Intern will assist the employment team with direct client services and maintaining client files, meet with clients to discuss employment opportunities, and help clients complete applications and resumes. The intern will also participate in mock interviews to help prepare clients for employment. Spanish language proficiency preferred. Interns report to Employment Services Manager. Available hours per week: 10-15.

MENTAL HEALTH SERVICES

The office of the mental health coordinator (MHC) works with refugees and refugee communities throughout Louisville to ensure access to community mental health resources for ongoing care. Depending on the intern's previous experience in mental health (MH) services, interns may assist with coordinating MH services for new clients, accompany clients to appointments (preferably using public transit), and working with clients to manage daily living obstacles. Interns may also assist the MHC with facilitating community wellness groups and activities. Advanced-level interns may provide individual or family therapy. Reports to Mental Health Coordinator. Available hours per week: 6-10.

HEALTHCARE EDUCATION/ACCESS

The special medical program is dedicated to ensuring clients are able to access and navigate the health care system. Many refugees had limited (and in some cases, non-existent) access to medical care prior to their arrival in the United States; a fair number also have chronic and/or acute medical conditions. The special medical office strives to ensure access to medical insurance and treatment, promote preventive health care practices, and orient newly-arrived clients to the medical system in the U.S. Interns may assist with health education and outreach, both within KRM and in the larger community; scheduling and accompanying clients to appointments; empowering clients to independently access ongoing treatment; and maintaining case notes/client files. Reports to Special Medical Needs Assistant. Ability to transport clients preferred; willingness to utilize public transit is essential. Available hours per week: 8-16.

ELDER PROGRAM

The Elder Program seeks to help refugee elders (age 60+) learn English, obtain their US citizenship, and become active members of the community. The Elder Program also provides intensive case management for newly-arrived elders. Interns work under the Elder Program coordinator to provide classroom tutoring on Tuesdays and Thursdays (9:30-12:30), assist with program administration and case management assistance, and potentially mentor elders one-on-one in their home environment. Interns report to Elder Program Coordinator. Available hours per week: 10-15.

FAMILY AND YOUTH SERVICES

The Family and Youth Services Program serves as a bridge between newly-arrived families, the local school system, and other resources in the community. Interns may help with registering new students for school, coordinating student immunization and physical exams for school enrollment, orienting families to school system expectations, planning and implementing KRM's youth summer program, and soliciting and distributing donated school supplies. Reports to Youth Services Coordinator. Available hours per week: 16-20.

RISE UP: YOUNG ADULT INITIATIVES

Young Adult Initiatives focus on connecting young adults (age 18-25) with higher educational opportunities while they also pursue employment. This opportunities may include community adult ESL classes, GED programs, and community college (JCTC). Interns will meet with young adults to assess their educational goals, connect young adults with educational resources to meet their goals, and help clients navigate the educational system. Interns may also plan and implement Super College Saturdays at local universities to help prepare young adults for higher education. Reports to Family and Youth Services Manager/Program Leader. Available hours per week: 10-20+.

CITIZENSHIP PROGRAM

KRM offers Citizenship classes in several off-site locations around Louisville. This program promotes refugee education, English use, and understanding of established cultural and civic norms in the United States, especially for those who have been living in the U.S. for over 1 year. The Citizenship Intern would assist with English testing, classroom instruction, creating and maintaining curriculum and lesson plan files, and clerical/administrative work. Reports to Citizenship and Community Integration Coordinator. Interns are needed at least 4 hours per week; may be completed in combination with ESL Program.

COMMUNICATIONS / EVENTS / GRANT DEVELOPMENT

Throughout the year, KRM conducts community outreach activities, such as monthly Lunch and Learns, quarterly restaurant benefit nights, an annual Global Gourmet fundraiser, and more. Interns may learn about and help in planning various fundraising and special events such as the Global Gourmet fundraiser (September); Louisville's

WorldFest (September); World Refugee Day celebration (June); and seasonal parties. Interns may also contribute to social media or other outreach campaigns to promote welcoming refugees and to share the stories of KRM's refugee clients. Additionally, opportunities are available to conduct grant research and to contribute grant proposals. Reports to Grants & Communications Manager. Available hours per week: 8-10.

WHAT DO KRM INTERNS LEARN?

- Problem solving
- Flexibility
- Resource management
- Time management
- Cultural competency
- Diplomacy
- Applying empathy
- Confidence
- Independence
- Refugee resettlement process
- U.S. government & social service systems
- Advocacy