



2022 INTERN OPPORTUNITIES

Interns must commit to a minimum of **8 hours per week**, for a minimum duration of **8 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 agency needs. Due to the COVID-19 pandemic, internship roles may be in-person or hybrid with some in-office/field time and some remote work. Interns must also submit a completed **Intern Application, resume, proof of COVID-19 vaccination and Background Check** prior to interviewing for the position. The descriptions below are intended to give applicants some examples of work they may perform within each program area; however, these positions are flexible and interns may be asked to perform other duties as needed. For more information, visit <https://kyrm.org/careers/> or contact **Family & Youth Services Manager/Program Leader**, Adrienne Eisenmenger, (502) 479-9180 x573, aeisenmenger@kyrm.org.

BASIC NEEDS SUPPORT/SOCIAL SERVICES

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 and Caseworkers. Available hours per week: 8-30.

CITIZENSHIP PROGRAM

KRM currently offers Citizenship classes remotely. 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 Education Coordinator. Available hours per week: 8-20.

EMPLOYMENT SERVICES

The Employment Services department is responsible for finding over 400 jobs per year for KRM clients. 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. Once employment is secured, job developers follow up with employers and clients to make sure the job placement was successful. The Employment Services Intern will assist the employment team with direct client service and maintaining client files, meet with clients (either in person or virtually) to discuss employment opportunities, and help clients complete applications and resumes. The intern may also participate in mock interviews to help prepare clients for employment. Spanish or other language proficiency is preferred. Reports to Employment Services staff. Available hours per week: 8-40.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

KRM offers various sessions of ESL daily. Currently, most classes are remote. Interns will assist with case notes, curriculum development, maintaining attendance records, and maintaining client files. Interns may also assist with ESL instruction or small-group tutoring to practice basic reading, writing, conversation, and job skills with adult students. Interns report to ESL Coordinator. Available hours per week: 8-20.

DONATIONS

As a refugee resettlement agency, KRM is required to provide safe, affordable housing, fully furnished with essential home supplies before families and individuals arrive in Louisville. Interns in the donations department will assist with processing and organizing in-kind donations of household items and furniture for refugees. Responsibilities for interns will include, but are not limited to, the following: organize and sort new in-kind donations, prepare kits of household items for new refugee families, assist with and lead volunteer groups in KRM's donations storage facility, purchase needed inventory items, and provide event support on an as-needed basis. Reports to Donations Coordinator. Available hours per week: 8-20.

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, accompanying families to school and other related meetings, helping with home visits, planning and implementing KRM's summer programming, and organizing/obtaining supplies and donations for programming. Reports to Youth Services staff. Available hours per week: 10-40.

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 while providing on-site child care and preschool programming for their 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 document preparation and client transportation to preschool registrations and WIC appointments, 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 Mondays,

Tuesdays, and Thursdays from 9:30AM-12:00PM. Interns report to the Family Center/Early Childhood Coordinator. Available hours per week: 8-15.

HEALTHCARE EDUCATION/ACCESS

The special medical program is dedicated to ensuring clients are able to access and navigate the health care system. Many refugees and immigrants 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; advocating with Medicaid and the Department of Community Based Services to ensure clients maintain active insurance; and maintaining case notes/client files. Ability to transport clients preferred; willingness to utilize public transit is essential. Reports to Medical Caseworkers. Available hours per week: 8-20+.

IMMIGRATION LEGAL SERVICES

Assist the Immigration Legal Services department with a variety of administrative duties. Reports to Senior Immigration Attorney. Available hours per week: varies.

MENTAL HEALTH SERVICES

The office of the mental health coordinator (MHC) works with clients and refugee and immigrant 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 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: 8-20.

OUTREACH, EVENTS & DEVELOPMENT

Throughout the year, KRM conducts community outreach activities and fundraisers. 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 and/or arts programming and events. Depending on an intern's skills and educational goals, interns might contribute to communications or grants management/reporting. Strong administrative, communication, and technical skills preferred. Reports to Program Leader, Volunteer & Events VISTA. Available hours per week: 8-20.

RISE UP EDUCATIONAL ACCESS PROGRAM: YOUTH AND YOUNG ADULTS

The Rise Up Educational Access Program focuses on connecting youth and young adults (age 14-21) with higher educational opportunities while they also pursue employment. These opportunities may include community adult ESL classes, GED programs, and community college (JCTC). Intern 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. Intern may also help plan and implement college visits at local universities to help prepare students for higher education as well as other out-of-school-time programming including KRM Teen Connect and the KRM Teen Boost Summer Programs. Reports to Rise Up Educational Access Coordinator and Family & Youth Services Manager. Available hours per week: 8-20+.

VICTIMS OF CRIME ADVOCATE

This intern supports the Victims' Advocate meet client needs, including supporting clients in accessing appointments, learning bus routes, and administrative duties. Interns will also perform outreach geared towards community partners regarding program information and referrals. Some help may also be needed regarding Know Your Rights trainings. Counseling or therapy experience is desired, but not required. Available hours per week: 8-20.

WHAT DO INTERNS LEARN?

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| <ul style="list-style-type: none">• Problem Solving• Flexibility• Resource Management• Cultural Competence• Diplomacy• Empathy• Confidence | <ul style="list-style-type: none">• Independence• Refugee Resettlement Process• Governmental & Social Service Systems• Advocacy• Professionalism |
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