



2018 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. Interns must also submit a completed **Intern Application, resume, 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 the **Family & Youth Services Manager/Program Leader**, Adrienne Eisenmenger, (502) 479-9180 x573, aeisenmenger@kyrm.org.

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: 12-20.

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 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.

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-12:30PM. 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 800 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. 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 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 or other language proficiency is preferred. Reports to Employment Services Manager. Available hours per week: 20-40.

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: 8-10.

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; advocating with Medicaid and the

Department of Community Based Services to ensure refugees maintain active insurance; and maintaining case notes/client files. Ability to transport clients preferred; willingness to utilize public transit is essential. Reports to Special Medical Needs Assistant and/or Health Care Access Coordinator. Available hours per week: 8-15.

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: 10-20.

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, 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 EDUCATIONAL ACCESS PROGRAM: YOUTH AND YOUNG ADULTS

The Rise Up Educational Access Program focuses on connecting youth and young adults (age 16-25) 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 plan and implement Super College Saturdays at local universities to help prepare students for higher education. Reports to Rise Up Educational Access Coordinator. 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. Available hours per week: 10-20.

OUTREACH EVENTS & 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 or growing 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, Grants & Communications Manager, and/or Community Engagement & Development Specialist. Available hours per week: 8-12.

WHAT DO OUR INTERNS LEARN?

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