



Casework 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, Casework Supervisor

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 case management programs 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. Casework interns work closely with casework supervisors throughout their internship, assisting and learning about all aspects of the casework program

Project Description:

The Case Work Assistant Intern help caseworkers deliver case management services to refugees newly arrived in the U.S. in the Reception and Placement, Matching Grant and Transitional Refugee Assistance programs.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.



Essential Position Functions:

- Shadow a Casework Manager 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
- Filling out AR-11 change of address forms
- Collecting clients' signatures and delivery documents to clients
- Supporting the work of the housing specialist: managing notice to vacate and filling out USP change of address forms

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

Preferred:

- Owns a vehicle; willing to use personal vehicle to transport clients, donations, etc.

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