

**Position Title:** Master of Social Work Intern (second level)

**Department:** Wellness Program

**Reports To:** Wellness Program Intake Coordinator

The RefugeeOne Wellness Program adopts a holistic approach to health that flexibly meets the needs of our diverse participant population. Although traditional talk therapy does play a role in our offerings, we often start by removing social stressors through case management and education.

The Wellness Program Social Work Intern engages in the comprehensive mental health services provided to all RefugeeOne clients through a supportive and scaffolded experience. This includes providing case management, supporting clients with skill building, participating in health education initiatives, supporting the team in maintaining accurate clinical records and provision of direct clinical services. **Engagement with clinical work is based on intern readiness and often includes a small caseload of 3-6 therapy clients. This internship is ideal for someone who wants to engage in the many levels of social work, not limited to therapy exclusively.**

Role	% of Time	Primary Responsibilities
<b>Clinical Responsibilities</b>	65%	<ul style="list-style-type: none"> <li>• Provides clinical case management services including coordination of medical appointments and support with access to public benefits</li> <li>• Completes health and mental health screenings</li> <li>• Conducts orientation sessions and other psychoeducation seminars as needed</li> <li>• Conducts individual and group counseling for clients across the lifespan</li> <li>• Provides coordination when needed between client and outside health services and organizations</li> <li>• Supports client skill building (For example, accompanying them on public transit)</li> <li>• Researches local resources and maintains database of information obtained</li> </ul>
<b>Supervision</b>	10%	<ul style="list-style-type: none"> <li>• Participates in weekly reflective supervision. Engages vulnerably to examine thoughts, feelings, and values that impact clinical work</li> <li>• Participates in biweekly case consultation</li> <li>• Prepares a case and presents twice at case consultation</li> </ul>
<b>Documentation</b>	15%	<ul style="list-style-type: none"> <li>• Maintains accurate and adequate case files, notes, and data using RefugeeOne systems, electronic and file system</li> <li>• Supports reporting/data-entry for grants and research projects as needed</li> <li>• Maintain accurate Outlook Calendar documenting all relevant appointments and client tasks</li> <li>• Completes all required reporting accurately and on time</li> </ul>
<b>Administration</b>	10%	<ul style="list-style-type: none"> <li>• Responds to communications (phone, email, mail) to internal and external colleagues and service providers within 48 business hours</li> <li>• Attends department meetings as appropriate</li> <li>• Completes other duties and tasks as assigned</li> </ul>

Interns who thrive at RefugeeOne:

- Demonstrate desire to engage with people from all races, cultures, religious and ethnic backgrounds.
- Readily identify and address their own biases.
- Understand the role of power dynamics and actively work to address how this presents in client relationships.
- Share passion for the mission and vision of RefugeeOne.
- Are open and curious to learn about various facets of social work.
- Enjoy collaborating with colleagues.
- Seek guidance and ask for help.
- Appreciate a dynamic and fast paced work environment.
- Have excellent organizational skills.
- Exhibit strong time management skills; able to juggle multiple priorities and responsibilities.
- Think critically about boundaries and consult with staff about appropriate and ethical boundaries.
- Have excellent communication skills with non-native speakers of English.

At RefugeeOne we work with clients from all over the world. We prioritize intern candidates who are multilingual, come from diverse cultural backgrounds, or have lived experience outside of the U.S.

Interested applicants should send a resume and cover letter to the Wellness Program Director, Maya Oyarbide-Sanchez at [myarbidesanchez@refugeeone.org](mailto:myarbidesanchez@refugeeone.org)