

Lutheran Family Services Rocky Mountains Refugee & Asylee Programs

Internship Job Description: Family Stabilization Intern
Department: TANF



About Internships at LFS:

An internship at LFS offers the opportunity to gain a deep understanding of refugee resettlement in the Denver area. Interns will work with individuals from diverse cultures who are forging new beginnings in the United States. Challenging, educational and professional work experience will be gained through professional training and real work assignments that will provide valuable insight to the worlds of refugee resettlement and non-profit organizations. At times, interns will work closely with staff members, and other times independently, managing a workload comparable to LFS staff with the goal of helping advance the mission of LFS. Internships are integrated into the operations at LFS to help build the capacity of the organization while utilizing the diverse skill and talent of the interns. We greatly value the time commitment of each intern.

Description of the Internship:

The Family Stabilization Intern will assist the Family Stabilization Specialists (FSS) with their caseloads and may carry her/his own caseload, providing intensive case management and other supportive services and outreach to clients in order to help stabilize the client. The intern will also provide cross-cultural education and advocacy for and on behalf of the client when working with mainstream service providers in the community. The populations served within the Family Stabilization Program (FSP) have experienced at least one of the following: domestic violence; sexual assault; child abuse or neglect; elder abuse; severe mental illness; suicide risk; substance abuse; LGBT identity; and complications from crimes. Clients served may additionally be survivors of torture, sexual and gender-based violence survivors, and victims of trafficking.

Responsibilities:

- Serve as an advocate and resource for refugee clients served in the FSP.
- Provide intensive case management, informal counseling, and crisis intervention support as needed to clients.
- Assist in identifying and assessing client needs in order for appropriate services to be arranged.
- Assist individuals/families with referrals and access to mainstream community services.
- Work closely with agency staff to ensure intensive case management services are provided through a team approach in order for continued services to be sustained.
- Participate in community-wide meetings and events to inform mainstream providers of refugee-related needs and special considerations.
- Maintain client case notes of all contacts with the client and document all client services in a timely and accurate manner.

- Provide data required for various reports; submit all required reports in a timely and accurate fashion.
- Assist with administrative duties as needed.
- Obtain the services of interpreters when needed.
- Provide transportation to clients to relevant appointments or meetings where necessary.
- Provide equal treatment to all client groups in accordance with the agency's commitment to the dignity of all persons.
- Ensure that program services are provided in accordance with quality assurance standards of the agency, state, accrediting organizations and HIPAA.
- Comply with all federal, state and agency contracts.
- Perform other duties as assigned.

Qualifications:

- Preferred candidate should be pursuing a Masters-level degree in social work, psychotherapy, or related field.
- Experience working in a multicultural environment; refugee language capability a plus.
- Knowledgeable about and sensitivity to the experiences of refugees and asylees.
- Strong interest in creative adaptation of western therapeutic and social work techniques for cultural relevance to the specific populations being served.
- Ability to manage multiple conflicting or stressful demands and prioritize needs, including in times of client crisis.
- Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to effectively communicate clinical insight on one's self and one's caseload, as well as other relevant program information, to superiors.
- Excellent writing and communication skills.
- Computer skills: proficiency in Word, Excel, Outlook (Microsoft Office Suite) and Internet use; familiarity with database programs a plus.
- Colorado Bureau of Investigations background check.
- Current driver's license, current insurance and a reliable vehicle is a strong plus, but not required.

Time commitment: Minimum 6 months

Weekly schedule and hours: Minimum 15 hours per week

Internship start date: TBD

Internship end date: TBD

Intern will report to: Whitney Haruf and outside MSW Supervisor if required