



Refugee Benefits Intern

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

Title of Position: Refugee Benefits Intern

Internship Period: Summer 2022 (approximately 10 weeks, dates negotiable; with opportunity to extend)

Purpose: NICE's Refugee Benefits program supports recently arrived refugees to be able to effectively use and maintain benefits that they need to support their families. Specifically, we focus on SNAP (also known as Food Stamps), TANF (also known as Families First), and WIC. We especially focus on working with refugee families with children.

The Benefits Intern will:

- Assist with a wide variety of programs towards this goal.
- Play an important role in benefits education, making sure that all families resettled with NICE understand their SNAP, WIC, and TANF benefits.
 - Help with the paperwork necessary to get, maintain, and track the benefits that our clients need.
 - Assist with community outreach and program development, generating materials to share about benefits in Nashville's refugee communities.

The Benefits intern will learn about:

- The various supports available to low-income Tennesseans and how those programs relate to refugees.
- The structure of the refugee system.
- The basic principles of casework and the field of social services.

Commitment: Part-time (15-30 hours, 2-4 days per week); specific schedule to be negotiated with supervisor.

Duties:

- Assist with planning, organizing, and implementing benefits orientations and other presentations
- Support processes to enroll families in the refugee benefits program
- Support client communications through phone calls and texts
- Organize important documents related to benefits
- Support clients with relevant benefit applications
- Transport clients, where needed
- Share information about benefits at community events

- Assist with program evaluation, through administering surveys
- Additional responsibilities as assigned

Requirements:

- Strong written and verbal English proficiency
- Proficiency in Microsoft Office Programs
- Reliable transportation
- Effective communication skills
- A commitment to supporting refugee and low-income communities and an interest in learning more

Preferences:

- Experience working with diverse populations
- Knowledge of and familiarity with refugee communities and/or relevant language skills (Dari, Pashto, Arabic, Kinyarwanda, Swahili, etc) are preferred
- Interest in the field of social services or social work

Training:

Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in performance evaluations as needed.

Location:

417 Welshwood Dr, Suite 100, Nashville, TN 37211; and others as specified by supervisor.

Supervisor:

This position answers to the Refugee Benefits Navigator.

Please apply through NICE's Internship Application: <https://forms.gle/xeYTuok9oi9c8Ryq9>. Any additional questions can be directed to volunteer@empowernashville.org.