



Community Refugee & Immigration Services

Job Description: Health and Wellness Program Intern

Program: Refugee Health and Wellness

Reports to: Health and Wellness Program Manager

Location: CRIS Office

Type of Position:

- Full Time
- Part Time
- Temporary
- Internship

Hours/Week:

- 40 hours
- 30 hours
- 20 Hours
- Other (flexible)

Background Check Required?

- Yes
- No

Essential Job Functions:

- Assists the wellness team in day to day tasks throughout the office
- Scheduling client health services
- Maintain client case files Assisting in the completion of filing forms and paperwork in regards to client health and transportation
- Driving to and assisting clients at health care appointments
- Other related tasks as assigned by Program Manager

Work Experience and Skill Requirements:

- Excellent written and verbal English language skills
- Skilled in interpersonal and intercultural communication
- Experience working with diverse populations
- Self-motivated with ability to work independently
- Willingness to transport clients in personal vehicle to medical appointments
- Willingness to undergo a background check

Work Experience and Education Preferences:

- Bachelor's Degree or student working towards Bachelor's or Advanced Degree
- Experience working with resource development and service provision
- Experience working with refugees and immigrants