



## **Job Description: IIP/CASE MANAGER SUMMER INTERN**

### **ABOUT US**

Sanctuary for Families is New York's leading service provider and advocate for survivors of domestic violence, sex trafficking, and related forms of gender violence. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services. We provide a range of wrap-around services to help survivors rebuild their lives in the aftermath of abuse, and work to end gender violence through three key strategies: direct services, outreach and training, and systems-change advocacy. Our services are available in 11 locations throughout New York City.

### **POSITION OVERVIEW**

Sanctuary for Families is seeking a summer intern to support the Immigration Intervention Project (IIP). The IIP provides comprehensive case management services to immigrant survivors of domestic violence, and related forms of gender-based violence, including asylum seekers, U-visa applicants, VAWA clients, and SIJS recipients. The Case Manager Intern will work directly alongside IIP Case managers, meeting with clients one-on-one, assisting with public benefits, and connecting clients to internal and external resources to support their path toward safety and stability.

### **RESPONSIBILITIES**

#### **- Client Intake & Needs Assessment**

Assisting with client intakes and identifying needs across housing, economic, educational, and psychosocial domains.

#### **- Public Benefits Navigation**

Supporting clients in identifying and accessing critical resources, including public benefits, health insurance, and emergency housing assistance, to promote stability and self-sufficiency.

#### **- Resource Referrals**

Connecting clients to internal programs including EEP, TESOL classes, and the food pantry, as well as external community partners and social service providers.

#### **- Emergency Assistance Support**

Assisting with emergency requests including food grants, clothing, and other urgent client needs, ensuring timely follow-through and accurate documentation.

#### **- Case Documentation**

Maintaining accurate and up-to-date case notes in Salesforce and assisting in the preparation of client support and advocacy letters.

## REQUIREMENTS

This position is open to bachelor's or master's degree candidates seeking an unpaid summer internship in social work, human services, or a related field. Applicants should demonstrate strong interpersonal, organizational, and writing skills, as well as a genuine commitment to social justice and immigrant communities. Prior experience or coursework in case management, social work, or direct client services is preferred. Proficiency in Spanish is a significant asset.

We are looking for a commitment of 40 hours per week for a minimum of 6 weeks, from June 1st through July 10, 2026. Possibility to extend further. Hours are scheduled Monday through Friday with flexibility. This is an unpaid internship. Start date is flexible.

Please email resume and cover letter to the following members of the Sanctuary for Families team:

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