



POSITION DESCRIPTION

TITLE:	Program Assistant Intern, Human Rights Clinic (HRC)
REPORTS TO:	Program Director, New York HQ
BASED IN:	New York, NY
CLASSIFICATION:	Intern, unpaid
COMMITMENT:	Approximately 16-24 hours per week with commitment of 3-4 months
START DATE:	December 2017/January 2018

ORGANIZATIONAL OVERVIEW

HealthRight International is a global health and human rights organization working where health is diminished or endangered by violations of human rights and civil liberties. Reaching out to the most vulnerable and marginalized populations, HealthRight works with local partners to build sustainable access to health care for excluded populations. Since 2014, HealthRight has been affiliated with the NYU College of Global Public Health to collaborate on global health programming, research, curricula and field opportunities.

HUMAN RIGHTS CLINIC PROGRAM OVERVIEW

The Human Rights Clinic (HRC) is a U.S.-based program of HealthRight International. The HRC recruits volunteer physicians and mental health professionals, and trains them to recognize and document signs of torture and abuse and to interact with survivors in a culturally sensitive manner. Clinicians then conduct forensic evaluations and offer expert testimony for use in survivors' asylum and other immigration proceedings. Survivors in need of further care are referred to appropriate follow-up medical, psychological, and social services. The HRC currently operates throughout the NY metro region (NY, NJ, CT, PA).

PROGRAM ASSISTANT INTERN – PRIMARY DUTIES AND RESPONSIBILITIES

We are seeking an intern who will serve as a critical member of the HRC team in NY. While this internship does not typically involve direct client contact, this position offers an excellent opportunity to gain unique knowledge and experience in cross-cutting issues related to human rights, immigration law, medicine, mental health, social work, as well as nonprofit management. The intern will be expected to participate in weekly HRC team meetings.

Under supervision and guidance of HRC program staff, HealthRight seeks an HRC Program Assistant Intern to support our forensic evaluation & training activities. Specific duties include the following:

1. Client intake review: process client information submitted by referring attorneys; document survivor torture/abuse history; research country conditions; assist in determining client eligibility for HRC services. *Note*: involves reading detailed accounts of torture, abuse and trauma and maintaining strict confidentiality with client documents.
2. Database maintenance: add and update client, attorney, and volunteer clinician information in the HRC's Microsoft Access database; record detailed torture history and resulting physical and psychological effects.
3. Forensic evaluation case outcome follow-up: follow up with client attorneys on adjudication results of clients examined and other case-related information; record case outcome information in HRC database.



4. Training support: if/as needed, assist HRC program staff with clinician recruitment, planning and logistics for HRC volunteer clinician training(s).
5. Other duties as required (e.g., research, literature reviews, etc.)

REQUIREMENTS

- Bachelor's degree (advanced students enrolled in a relevant undergraduate program will be considered); students enrolled in a relevant Master's program (e.g., MPH, MPA, MSW) welcome
- Demonstrated interest in human rights, immigrant/refugee/asylum issues, immigration law, or international studies
- Cultural sensitivity
- Exceptionally strong organizational and writing skills
- Attention to detail
- Excellent professional email and phone etiquette
- Ability to maintain confidentiality
- Proficiency in MS Office applications
- Experience with databases, especially Microsoft Access (preferred)
- Ability to take ownership over job tasks and work independently as well as with a team
- Ability to read and discuss content involving violence, torture, sexual abuse, and other forms of trauma

TO APPLY:

Email CV with cover letter to Lauren Pessa, HRC Program Director, at lauren.pessa@healthright.org. Please include the position title in the subject line. No phone calls, please.