

POSITION DESCRIPTION

TITLE:	Program Assistant Intern, Human Rights Clinic (HRC)
REPORTS TO:	Associate Program Director, New York HQ
BASED IN:	New York, NY / Remote
CLASSIFICATION:	Internship with stipend of approximately \$1,000/month for three months
COMMITMENT:	Approximately 16-24 hours per week, with commitment through the fall semester
START DATE:	September 2021

ORGANIZATIONAL OVERVIEW

[HealthRight International](#) is a global health organization that expands equitable access to quality health systems for marginalized communities, with particular focus on those affected by HIV, violence, unmet mental health needs, and inadequate reproductive, maternal, newborn, child & adolescent (RMNCAH) health services. Employing a human rights-based approach, HealthRight works closely with community-based partners to build local capacity and create sustainable programs that have lasting impact. Since its founding in 1990, HealthRight has worked in over 30 countries, with current projects in Asia, Africa, Eastern Europe, and the United States. HealthRight is affiliated with the NYU School of Global Public Health and collaborates on global health programming, research, curricula, and field opportunities.

HUMAN RIGHTS CLINIC PROGRAM OVERVIEW

The [Human Rights Clinic](#) (HRC) is a U.S. program of HealthRight International. The HRC recruits, trains and deploys licensed health care professionals (e.g., physicians, psychologists, clinical social workers) to provide expert forensic evaluations, affidavits, and testimony on behalf of immigrant survivors of torture and other human rights abuses in their applications for immigration relief. The HRC project model also includes a follow-up case management component to connect survivors with needed resources in their communities. The HRC is based in HealthRight's New York City Headquarters and operates throughout the New York metro region (NY, NJ, CT).

Note: HRC staff and program activities are currently operating remotely; it is anticipated we will return to the office beginning September 7, 2021 under a hybrid in-person and remote work arrangement.

PROGRAM ASSISTANT INTERN – PRIMARY DUTIES AND RESPONSIBILITIES

Under supervision and guidance of HRC program staff, HealthRight seeks an HRC Program Assistant Intern to support our forensic evaluation and training activities. 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 U.S. immigration law, human rights, medicine, mental health, social work, as well as nonprofit management. The intern will be expected to participate in weekly HRC team meetings.

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.

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2. Database maintenance: add and update client, attorney, and volunteer clinician information in the HRC's Microsoft Access database; record detailed abuse history and resulting physical and psychological effects.
3. Training support: Assist HRC program staff with clinician recruitment, planning, and logistics for HRC volunteer clinician training(s).
4. 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.
5. Other duties as required (e.g., research, literature reviews, internet searches of available follow-up services, etc.)

REQUIREMENTS

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

TO APPLY:

Email CV with cover letter outlining how your experience and interests make you a good fit for this internship to Talia Markowitz, HRC Associate Program Director, at hrc-inquiries@healthright.org. Please include the position title in the subject line.

Due to the high number of applications, we will only be able to respond to candidates selected for interviews and will not be able to provide status update. If you are invited for an interview, you will be contacted directly by the hiring manager. No phone calls, please.