

International Social Service-United States of American Branch has openings for **interns** and **students eligible for federal work study**. ISS-USA is a certified off-campus work study site. The types of work available for interns and work-study students fall in to two main types and are listed below.

Case Management: (Case management includes working directly on international social service cases under the direction of a Licensed Clinical Social Worker).

1. Coordinate inter-country casework services and consultation.
2. Broker service delivery through ISS partners.
3. Monitor and coordinate interagency service delivery.
4. Maintain records, including computerized case management referral and tracking system.
5. Maintains professional resource files.
6. Research requested information and present findings to internal and external audiences.
7. Prepare a wide range of documents, including case files, program reports, proposals, correspondence and memorandum.

Research and Curricular Development: (Research and Curricular Development is located in the Arthur C. Helton Institute for the Study of International Social Service under the direction of Dr. Felicity S. Northcott).

Work directly with the Director of the Arthur C. Helton Institute for International Social Service (The Institute) on the following activities:

- 1) The development of research instruments for data collection
- 2) Data collection
- 3) Research on a broad range of topics related to children and families separated across international borders
- 4) Publish occasional papers on topics relevant to the goals of the Institute
- 5) Work on advocacy at the state and national level
- 6) Research and assist in the preparation of grants and other fundraising activities

