



### About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

**Vision:** Opportunity for All

**Mission:** To empower Latinos to adapt, integrate and thrive

**Job Title:** *LAA Aging & Disability Program Intern*

**Type:** Temporary – Volunteer Internship (*Unpaid*)

**Department:** Family Stabilization and Well-Being

**Applications:** To apply, please send your resume and a brief email explaining your interest in the program to Cynthia Roman ([croman@thelaa.org](mailto:croman@thelaa.org)) and Joselyn Ramirez ([jramirez@thelaa.org](mailto:jramirez@thelaa.org)).

#### Position Summary:

The LAA Aging and Disability Program Intern provides culturally appropriate information (i.e. referrals & assistance) to low-income, Spanish-speaking, first or second-generation Latino immigrants. Services may extend to other limited English proficiency individuals LAA serves as well. This position will support the agency's goal in strengthening its capacity to serve older adults and people with disabilities who may otherwise have difficulty accessing services due to language and cultural barriers.

#### Internship duties/responsibilities:

1. Provide culturally appropriate information, referral, and assistance to Spanish Speakers older adults and people with disability about the Family Stabilization & Well Being Department, (remote and/or in-person).
2. Support intake clients, complete pre-screening forms and provide information about programs eligibility and supporting documents require. Activities of information and referral provision include assessing the needs of the inquirer, identifying appropriate resources based on individual need and preference, linking the inquirer to services, and exploring other options when services are not available.
3. Promote and recruit of participants to the Aging and Disability information and referrals program as well as Senior Club (Fridays from 3:00pm-5:00pm).
4. Provide information, coordinate referrals/services and follow up with Spanish Speakers older adults and people with disabilities.
5. Help to build strategic collaborations with agencies and organization that works with older adult and people with disabilities.
6. Conduct and/or support outreach events through GA. These include development and distribution brochure, power point presentation or materials to promote program, services, and event.
7. Assist with the data entry and tracking program's outcomes.



8. Gathering information about community resources and potential partnerships for Spanish speaker older adults, people with disabilities, Alzheimer/dementia patients and caregivers.
9. Provide cultural awareness and diversity training to Atlanta's ADRC team
10. Provision of technical support to ADRC Counselors needing guidance and assistance with service to the Latino population
11. Increase capacity around cultural diversity within ARC funded services such as ADRC, Nursing Home Transitions, Case Management and Senior Centers.
12. Strengthen communication styles and tools (i.e. – benefits sheets, staff training, program overviews, 3-way calls with AAPI, etc.) via interpretation and translation services.

**An internship with this department presents an opportunity to gain a full understanding of the needs affecting metro-Atlanta's Latino population and the following:**

1. Gain exposure and experience in the field of social work and social services.
2. Develop a working knowledge of federal aid programs, such as SNAP, TANF and CHIP, etc. and how these programs apply to the Latino demographic.
3. Gain skills related to the Spanish language and exposure to a bicultural/bilingual learning experience in the field of social and community services.
4. Learn and implement organization policies including privacy and confidentiality policies within social services programs.
5. Develop a positive attitude, cultural diversity skills, social intervention skills, and a strong desire to help the community.
6. Serve as an integral part of community events and outreach activities for the Latinx/Hispanic communities.
7. Learn how to relate effectively with people of diverse cultural and economic backgrounds.

**Qualifications:**

- Fluency in English and Spanish required (both written and oral)
- Strong interpersonal and communication skills, both written and oral
- Ability to multitask and work in a fast-paced environment
- Excellent team work skills, time management, and detail oriented
- Excellent computer skills and office administration skills
- Willing to work remotely and in-person.

To submit a resume or for more information, please contact Joselyn Ramirez [JRamirez@thelaa.org](mailto:JRamirez@thelaa.org) or Cynthia Roman [Croman@thelaa.org](mailto:Croman@thelaa.org).