

**YWCA of Richmond  
Internship Position Description**

**Job Title:** Advocate Intern  
**Department/Program:** Sexual and Domestic Violence Services  
**Reports To:** RHART Coordinator & Bon Secours Task Supervisor  
**Prepared By:** RHART Coordinator  
**Prepared Date:** April 7, 2014  
**Approved By:** Chief Program Officer

**GENERAL PURPOSE OF INTERNSHIP**

To provide theoretically-based advocacy services and crisis support to victims of sexual and domestic violence in a hospital setting. The purpose of hospital accompaniment is to provide supportive accompaniment services at local hospital emergency departments for people who have experienced intimate partner and/or sexual violence. The intern would offer supportive counseling, crisis intervention, advocacy, and resource and referral information. The intern also connects clients with additional intimate partner and sexual violence services, including counseling, court advocacy, and emergency shelter resources. The student in this placement would primarily work with the Forensic Nurse Examiner (FNE) in the emergency department.

**HOURS**

3:00pm to 11:00pm (times may vary based on student's schedule)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

*Duties may be modified based on individual student learning needs.*

**REQUIREMENTS** Must be a BSW junior or senior or MSW first year, or pursuing a Bachelor's Degree in a related field.

**SPECIFIC TASKS**

- Assist with the day-to-day administrative duties to include; providing follow-up calls to survivors, preparing resource folders and RHART bags, entering information into a required database
- Serve as the hospital advocate on-shift during the scheduled internship days and hours
- Provide hospital advocacy to survivors of sexual and domestic violence at Bon Secours' St. Mary location
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services
- Complete all required daily, weekly, and monthly documentation
- Complete a learning plan and working contract with supervisor
- Write and submit weekly process recording and conference agenda to supervisor
- Participate in weekly individual supervision, Forensic Nurse Examiners' case rounds, and any other meeting if appropriate and if student's schedule permits