



## INTERNSHIP PROGRAM INFORMATION

**The YWCA of Richmond** offers internships during the Fall, Spring, and Summer. The internship program is designed to provide students and recent graduates with an opportunity to assist with carrying out the mission and vision of the YWCA of Richmond. The YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. We strengthen our community by creating and advancing opportunities to empower women, children, and families to live their best lives. We accomplish the latter through our programs such as domestic and sexual violence services and our nationally accredited pre-school program.

**Internship Positions Available:** Internship opportunities are available throughout our organization to support our mission and vision to empower women, children and families and strengthen our community. We utilize talented interns to support our Domestic & Sexual Violence Programs, our preschool, and in communication, development, and strategic roles. Internship opportunities and needs vary so please visit the YWCA of Richmond's website for a list of the specific internships available. The internship descriptions can also be emailed upon request.

**Eligibility:** A candidate must be an undergraduate student; graduate student; or have graduated from college within 12 months of beginning the internship.

**General Information:** Interns may receive academic credit if an agreement is made between the YWCA of Richmond and the intern's college or university. All interns are subject to the applicable YWCA of Richmond employee rules. Generally our counselor interns, family & child specialist interns, hotline interns, and advocacy interns are expected to work a minimum of 14 hours per week during the Fall and Spring semesters. Other intern roles, including those in the preschool, development, and communication area are expected to work a minimum of 10 hours per week; however, the hours may vary depending on the specific area of focus. Please refer to the intern description for all details about work requirements.

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Application Deadlines:** Summer internships: applications must be postmarked by April 1  
Fall/Spring internships: applications must be postmarked by August 1

**Mail or Fax or Email Applications to:** YWCA of Richmond  
c/o: Internship Program  
6 N. 5<sup>th</sup> Street  
Richmond, VA 23219  
Fax: 804.643.1314  
Email: [internships@ywcarichmond.org](mailto:internships@ywcarichmond.org)

**Where to go for Further Information:** *please see the job descriptions for more details.*

**YWCA of Richmond  
Internship Position Description**

**Job Title:** Case Management Intern  
**Department/Program:** Sexual and Domestic Violence Services  
**Reports To:** Client Services Specialist and/or Clinician  
**Prepared By:** Client Services Specialist  
**Prepared Date:** June 18, 2015  
**Approved By:** Director of Clinical Services

**GENERAL PURPOSE OF INTERNSHIP**

To provide case management and support services within a best-practice model to families who are victims of sexual and domestic violence within the residential and community systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following:  
*Duties may be modified based on individual student learning needs.*

**REQUIREMENTS:** Must be at minimum pursuing an Associates or Bachelors in Social Work, Human Services, Psychology, Sociology or other related field.

**SPECIFIC TASKS:**

- Provides support to the Client Services Specialist with any and all activities related to serving single parents and children within the residential and community systems at the agency.
- Provides case management services to individuals/families based upon the needs assessment.
- Conducts detailed assessments with individuals/families to determine strengths and needed resources.
- Assists individuals/families in setting time-focused goals and monitors progress weekly.
- Completes all required weekly and monthly documentation.
- Completes a learning plan and working contract with field supervisor.
- Write and submit weekly process recordings and conference agenda to field supervisor.
- Participates in weekly case management meetings, individual supervision, bi-weekly group supervision, and any other meetings if appropriate and if student's schedule permits.
- Reads (3-5) Domestic and Sexual Violence Scholarly articles.
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.
- Required to sign up for at least (2) on-call Hospital Accompaniment shifts a month.
- Assists with the planning, implementation, and evaluation of (1) YWCA sponsored trainings.