

## **YWCA of Richmond Internship Position Description**

**Job Title:** Crisis Response Intern  
**Department/Program:** Sexual and Domestic Violence Services  
**Reports To:** Client Services Specialist  
**Prepared By:** Clinician  
**Prepared Date:** June 26, 2017  
**Approved By:** Director of Community Based Sexual and Domestic Violence Services

### **GENERAL PURPOSE OF INTERNSHIP**

To provide theoretically-based advocacy services and crisis support to victims of sexual and domestic violence through the agency's crisis programs which includes the Greater Richmond Regional Hotline, Regional Hospital Accompaniment Response Team, and Diversion Line Support. In this position, interns will provide effective crisis de-escalation, supportive counseling, advocacy, and resource and referral information.

**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, MSW first year, or pursuing a Bachelor's Degree in a related field.

### **SPECIFIC TASKS**

- Assist with operating the Greater Richmond Regional Hotline which includes; screening callers for service eligibility and providing crisis support, safety planning, and resources to individuals calling the hotline
- Serve as the Hospital Accompaniment (HA) Advocate to survivors of sexual and domestic violence at area hospitals to include MCV and Bon Secours Health System
- Assists individuals/families in accessing needed resources for either shelter diversion through face to face case management or phone line case management
- Completes 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
- Participates in weekly individual supervision, clinical team supervision, residential meetings and any other meeting if appropriate and if student's schedule permits
- Assists with the planning, implementation, and evaluation of YWCA sponsored trainings
- Facilitate community outreach and training activities on behalf of the YWCA to community partners and other agencies to raise awareness about domestic and sexual violence and available resources for survivors
- Reads (3-5) Domestic and Sexual Violence Scholarly articles