



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. 5th Street
Richmond, VA 23219
Fax: 804.643.1314
Email: 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: Clinician; Domestic and Sexual Violence (Richmond City)
Department/Program: Domestic and Sexual Violence Services
Reports To: Clinician
Prepared By: Clinical Team Lead
Prepared Date: May 5, 2014
Approved By: Director of Clinical Services

GENERAL PURPOSE OF INTERNSHIP

To provide theoretically-based counseling to survivors of domestic and sexual violence for community and residential clients.

REQUIREMENTS: Must be a MSW, second year clinical or Advanced Standing Placement (ASP) social work student or a Master's level student in a related human service field.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following:

Duties may be modified based on individual student learning needs.

SPECIFIC TASKS:

- Complete intake assessments for individuals seeking community or residential services
- Provide individual or group counseling to survivors of domestic and sexual violence
- Assist clients with setting goals, timelines, and monitoring progress continuously
- Network with other community agencies and service providers to connect clients to resources
- Complete all required daily, weekly and monthly clinical 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 meetings if appropriate and if student's schedule permits.
- Assists with the planning, implementation, and evaluation of at least (1) YWCA sponsored trainings
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services
- Reads (3-5) Domestic and Sexual Violence Scholarly articles
- Required to be on call (2) shifts a month for the Regional Hospital Accompaniment Response Team