

**YWCA of Richmond
Internship Position Description**

Job Title: Case Management Intern (Diversion/ Workforce Development Programs)
Department/Program: Sexual and Domestic Violence Services
Reports To: Diversion Specialist and Employment Navigator
Prepared By: Diversion Specialist and Employment Navigator
Prepared Date: May 4, 2017
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 or who are experiencing homelessness 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. This is an appropriate placement for foundation year MSW students as well.

SPECIFIC TASKS:

- Provides support to workforce development and diversion programs with any and all activities related to serving families within the residential and community systems at the agency
- Provides services order resources to individuals/families accessing the diversion or workforce development programs
- Conducts detailed assessments with individuals/families to determine program eligibility, strengths, and needed resources.
- Assists individuals/families in accessing needed resources for either shelter diversion or employment through face to face case management or phone line case management.
- Completes all required program documentation for the workforce development program and shelter diversion program
- 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 individual supervision and any other meetings if appropriate and if student's schedule permits.
- Required to sign up for at least three (3) hospital accompaniment shifts per month.

- Reads (3-5) Domestic and Sexual Violence and/or Homelessness Scholarly articles.
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.