

**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:** March 2, 2018  
**Approved By:** Director of Domestic and Sexual Violence

**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 Case Management Team 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 (3) on-call Hospital Accompaniment shifts a month.
- Assists with the planning, implementation, and evaluation of (1) YWCA sponsored trainings.