

**YWCA of Richmond  
Internship Position Description**

**Job Title:** YWCA Based Advocate  
**Department/Program:** Sexual and Domestic Violence Services  
**Reports To:** Client Services Specialist and/or Clinician  
**Prepared By:** Clinician  
**Prepared Date:** November 10, 2016  
**Approved By:** Director of Community Based Sexual and Domestic Violence Services

**GENERAL PURPOSE OF INTERNSHIP**

The purpose of hospital accompaniment is to provide supportive accompaniment services at local hospital emergency departments for people who have experienced intimate partner and/or sexual violence. The intern would offer supportive counseling, crisis intervention, advocacy, and resource and referral information. The intern also connects clients with additional intimate partner and sexual violence services, including counseling, court advocacy, and emergency shelter resources. The student in this placement would primarily work with the RHART Coordinator and Forensic Nurse Examiner (FNE) in the emergency department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Duties may be modified based on individual and agency needs.*

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

**SPECIFIC TASKS:**

- Assist with the day-to-day administrative duties of the Regional Hospital Accompaniment program to include; providing follow-up calls to survivors, preparing resource folders, entering information into a required database
- Serve as the hospital advocate during the scheduled internship days and hours
- Provide hospital advocacy to survivors of sexual and domestic violence at MCV and Bon Secours Hospitals
- 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.
- Complete a learning plan and working contract with supervisor
- Write and submit weekly process recording and conference agenda to supervisor
- Participate in weekly individual supervision, clinical team supervision, Forensic Nurse Examiners' case rounds, and any other meeting if appropriate and if student's schedule permits
- Assist in the planning and implementation of the scheduled RHART Advocacy meetings

- Assist with the planning, implementation, and evaluation of YWCA sponsored trainings
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services
- 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
- Read (3-5) Domestic and Sexual Violence Scholarly articles