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

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Crisis Response Intern</th>
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<td><strong>Department/Program:</strong></td>
<td>Sexual and Domestic Violence Services</td>
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<td><strong>Reports To:</strong></td>
<td>Director of Crisis Services and/or Designated Crisis Response Staff</td>
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<td><strong>Prepared By:</strong></td>
<td>Internship Committee</td>
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<td><strong>Prepared Date:</strong></td>
<td>March 2, 2018</td>
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<td><strong>Approved By:</strong></td>
<td>Director of Domestic and Sexual Violence Services</td>
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**GENERAL PURPOSE OF INTERNSHIP**
To provide theoretically-based advocacy services and crisis support to victims of sexual and domestic violence through the Greater Richmond Regional Hotline. In this position, interns will provide effective crisis de-escalation and emotional support to individuals calling the 24 Hour Greater Richmond Regional Hotline.

**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
- Assist with the day-to-day administrative duties of the Greater Richmond Regional Hotline program to include but not limited to; providing follow-up calls to survivors, entering daily information into a required database
- Complete all required daily, weekly, and monthly documentation
- Completes 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