

**YWCA of Richmond
Internship Position Description**

Job Title: Crisis Response Intern
Department/Program: Sexual and Domestic Violence Services
Reports To: Director of Crisis Services and/ or Designated Crisis Response Staff
Prepared By: Internship Committee
Prepared Date: March 2, 2018
Approved By: Director of Domestic and Sexual Violence Services

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