YWCA of Richmond
Internship Position Description

Job Title: Case Management Intern- Workforce Development
Department/Program: EmpowerNet Collaborative Services
Reports To: Employment Navigator
Prepared By: Employment Navigator
Prepared Date: June 6, 2022
Approved By: Director of EmpowerNet Collaborative Services

GENERAL PURPOSE OF INTERNSHIP
To provide case management and supportive services within a best-practice model to individuals/families who are victims of sexual and domestic violence or who are facing homelessness due to experiencing 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:
- Conducts detailed assessments with individuals/families to determine program eligibility, strengths, and needed resources.
- Assists individuals/families in accessing needed resources for employment through face-to-face case management or video/telephonic case management.
- Provides services and resources to individuals/families accessing the workforce development program within the residential and community systems.
- Completes all required program documentation for the workforce development 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.
- Reads (3-5) Domestic and Sexual Violence and/or Workforce Development Scholarly articles.
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.
- Required to sign up for three (3) hospital accompaniment shifts per month.