

**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.