

YWCA of Richmond Internship Position Description

Job Title:	Workforce Development Intern
Department/Program:	EmpowerNet Collaborative Services
Reports To:	Employment Navigator
Prepared By:	Employment Navigator
Prepared Date:	June 6, 2022
Approved By:	Senior Director of Domestic and Sexual Violence 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.
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.
- Complete all required daily, weekly, and monthly documentation.
- Complete a learning plan and working contract with supervisor.
- Write and submit weekly process recording and conference agenda to supervisor.
- Participates in weekly individual/group supervision and attend department meetings as appropriate.
- Serve as a hospital accompaniment advocate for survivors of intimate partner and sexual violence.
- Reads (3-5) Domestic and Sexual Violence and/or Workforce Development Scholarly articles.