

YWCA of Richmond Internship Position Description

Job Title:	Court Advocate Intern
Department/Program:	Sexual and Domestic Violence Services
Reports To:	Clients Services Specialist
Prepared By:	Program Director
Revised Date:	July 25, 2024
Approved By:	Program Director

GENERAL PURPOSE OF INTERNSHIP

The Court Advocate Intern will assist clients petitioning for protective orders. The position functions on site at the Oliver Hill Juvenile & Domestic Relations Court and the YWCA Richmond downtown office. The position also serves as a resource to staff and agencies for individual case consultation.

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 Criminal Justice, Social Work, Human Services, Psychology, Sociology or other related field. *Spanish-speaking highly preferred.*

SPECIFIC TASKS

- Provides direct court-based advocacy to domestic violence victims during intake and court hearing process for civil protective orders on site at J&DR court.
- Provides crisis intervention and case management services to victims. Conducts assessments and provides intervention.
- Act as a referral for other appropriate service providers (YWCA Richmond, Department of Social Services, Community Service Boards). Also acts as liaison between the city's criminal justice and human services agencies. Provides training and awareness presentations, as needed to other city professionals.
- 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 as appropriate.
- Participate in weekly individual supervision and any other meeting if appropriate and if student's schedule permits.

- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.
- Serve as an on-call team member for hospital accompaniment or shelter on-call.
- Read (3-5) Domestic and Sexual Violence Scholarly articles.