

## **YWCA of Richmond Internship Position Description**

Title: Case Management Intern  
Department/Program: Sexual and Domestic Violence Services  
Reports To: Client Services Specialist  
Prepared By: Client Services Specialist  
Prepared Date: March 2, 2023  
Approved By: Senior Director of Domestic and Sexual Violence Services

### **GENERAL PURPOSE OF INTERNSHIP**

To provide case management and support services within a best-practice model to families who are victims of 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**

- Provides support to the Case Management Team with activities related to serving individuals/ families within the emergency housing and community-based service programs.
- Provides case management services to individuals/families based upon the needs assessment.
- Conducts detailed assessments with individuals/families to determine strengths and needed resources.
- Assists individuals/families in setting time-focused goals and monitor's progress.
- 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 Scholarly articles.