

## **YWCA Richmond Internship Position Description**

Title: Prevention Intern  
Department/Program: Domestic and Sexual Violence Services  
Reports To: Prevention Program Manager  
Prepared By: Prevention Program Manager  
Prepared Date: February 19, 2023  
Approved By: Senior Director of Domestic and Sexual Violence Services

### **GENERAL PURPOSE OF INTERNSHIP**

To provide best practice programming by promoting healthy and violence-free relationships through education and collaboration to individuals and the community. To encourage and support coordinated systemic approaches for the prevention of intimate partner and gender-based violence and/or sexual assault. In this position, interns will recommend, develop, and administer best practice programming.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

*Duties may be modified based on individual student learning needs.*

**REQUIREMENTS** BSW senior or MSW first year or pursuing a bachelor's degree in a field related to YWCA's work.

### **SPECIFIC TASKS**

- Assist with the planning and implementation of YWCA Richmond's prevention programming.
- Assist with the planning and implementation of YWCA EmpowerRVA Teens.
- Assist with the planning, implementation, and evaluation of YWCA sponsored trainings and workshops.
- 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.
- Read (3-5) academic articles or local and state reports regarding domestic and sexual violence and/or key issues and themes connected to the YWCA Richmond's mission.