

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.