YWCA of Richmond
Internship Position Description

Job Title: Client Services Specialist (Adult Services)
Department/Program: Sexual and Domestic Violence Services
Reports To: Client Services Specialist and/or Clinician
Prepared By: Clinical Services Specialist
Prepared Date: May 12, 2014
Approved By: Director of Clinical Services

GENERAL PURPOSE OF INTERNSHIP
To provide case management services and support services within best-practices model to adults 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 Client Service Specialist with any and all activities related to serving unaccompanied adults within the residential and community systems at the agency.
- Provide case management services to adult clients based upon the assessment needs
- Conducts detailed assessments with adult clients to determine strengths and needed resources
- Assists adult clients in setting time-focused goals and monitors progress weekly
- Completes all required weekly and monthly documentation
- Completes a learning plan and working contract with supervisor
- Write and submit weekly process recording and conference agenda to supervisor
- Participates in weekly case management meetings, individual supervision, bi-weekly group supervision, and any other meetings if appropriate and if student’s schedule permits.
- Reads (3-5) Domestic and Sexual Violence Scholarly articles
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services
- Required to sign up for at least (2) on-call Hospital Accompaniment shifts a month
- Assists with the planning, implementation, and evaluation of (1) YWCA sponsored trainings