YWCA of Richmond
Internship Position Description

Job Title: Coordinator of Client Services (Adult Services)
Department/Program: Sexual and Domestic Violence Services
Reports To: Coordinator of Client Services
Prepared By: Clinical Team Lead
Prepared Date: April 30, 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 a BSW, Foundation-level MSW student or pursuing a Bachelor’s degree in a related human service field.

SPECIFIC TASKS:

- Provides support to the Client Service Specialist with any and all activities related to serving 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 goals and timelines 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 individual supervision, clinical team supervision, residential meetings and any other meeting 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