
Internship Position Description

Case Management Specialist (Revised 03/15/2011)

Exceptions must be pre-approved by the Internship Program Coordinator.

Orientation

- 48 Hour DV Training
- Program Orientations & Visits

On-Going

Direct Client Service Caseload

- Hotline Shift (1 shift of 3 hrs/week)
- Case Management sessions helping clients meet their personal goals for safety & self-sufficiency like safe housing, child care, employment, etc. (30% of your weekly hours; must include evenings)
- Co-facilitate Group Counseling (usually DV Ed / Next Steps Group)
- Service Logs (daily)

Special Projects

- Assist the Referral Book Custodian by making updates as requested
- Contact existing community resources to update their listing in Referral Book
- Research additional community resources to be added to the Referral Book
- Presenting Orientations & Training Sessions to incoming interns
- Health Fair booths, DV 101 Presentations**
- Other efforts

Supervision & Training

- Counseling Team Meeting (1 hr/week; Mondays 2-3pm)
- Intern Class Supervision (1 hr/week; Mondays 3-4pm)
- Individual Clinical Supervision (1 hr/week)
- Group Facilitators' Supervision** (1 hr/month; last Monday of each month 2-3pm)
- Case Presentations (1 case, done in a Counseling Team Meeting)
- Additional Direct Service Trainings as offered**
- Periodic Check-ins with Intern Program Coordinator

FSS Organizational Efforts / Meetings

- FSS Email & voicemail
- Placement-specific or Task Force meetings & efforts**

** These are not required, but highly recommended to enrich your learning experience.