

Internship Position Description 2026 – 2027 School Year

Internship Title: MSW Trauma Therapy Intern

Supervisor: Director of Survivor Services / Trauma Therapist

Preparation: Complete agency New Entry Training. Requires working toward a Master of Social Work degree. Interested applicant should be either an advanced standing MSW student or in their second year of the MSW program. The applicant should have an interest in trauma counseling and have prior experience working in the human service field.

Position Summary: The MSW Trauma Therapy Intern will provide evidence based therapeutic interventions for adolescent and adult survivors of domestic and/or sexual trauma and for children who have witnessed domestic violence in the home. Must be sensitive to issues of diversity and adhere to strict confidentiality policy. Understands and supports a philosophy of empowerment.

Specific Activities:

1. Works assigned help line shifts by responding to crisis calls and walk-ins and provides advocacy for persons needing SANE exams and assistance with legal issues, including assistance with preparing a Personal Protection Order. May include serving as a Sexual Assault Advocate during a SANE exam.
2. Manage own therapy case load including assessment, counseling, and thorough documentation.
3. Individual counseling includes:
 - a. Adult survivors of sexual assault and/or childhood sexual abuse
 - b. Adult survivors of domestic violence
 - c. Children experiencing trauma due to primary caregiver's victimization
4. Prepare and facilitate group counseling/support groups for adult or child clients.
5. Participate in outreach presentations throughout the local community.
6. Assures that program services and the delivery of those services are survivor centered, voluntary and self-directed by the survivor.
7. Assures that client records are maintained in an accurate and timely manner that meets Quality Assurance and reporting standards.
8. Meets with Trauma Therapist or Director of Survivor Services for supervision as directed by educational institution. Weekly supervision provided by a licensed therapist via a combination of individual and group supervision.
9. Completes other special duties or projects as assigned by the Trauma Therapist or Director of Survivor Services.

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

General Expectations:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in volunteer meetings, staff and team meetings, and other planning opportunities.
- Participates in training, continuing education, and other skill development opportunities to further enhance position-related skills and abilities.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

Physical Requirements: Normal office environment requiring standing, sitting, keyboarding, lifting up to 25 pounds and movement around the facility. Ability to transport clients to off-site locations and attend off-site meetings and events.

The above statements are intended to describe the general nature and level of work performed by volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of volunteers assigned to this job.

About Resilience: The mission of Resilience: Advocates for Ending Violence is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegan counties.

For office use only

Volunteer/Intern signature: _____

Supervisor signature: _____