Center Against Sexual and Family Violence  
Intern Position Description

**Title:** CASFV Intern Position

**Position Requirements**
- Preferred 2 semester-long commitments
- Position open to BSW
- Flexible schedule, expected to commit to at least over 15 hours weekly
- Must pass a background check ($3 fee)
- Sign a Statement of Confidentiality
- Fill out the Volunteer application found on our Website

**Scope of Duties:**
All interns will go through an interview process that will determine what departments within the agency are best fitted for the student’s needs and goals.

Tasks can include:
1. Assist staff in the preparation of document packets for clients.
2. Prepare materials for any activities or events.
3. Learn about the intake process of our clients to facilitate client services.
4. Assist in organizing donations, donation closet, or packets for clients who may be in need.
5. Conduct presentations or support groups for clients of all ages.
6. Case management and follow-ups.
7. Assist with our Emergency Hopeline.

CASFV aspires to provide students with opportunities to help them grow within their careers and will cater the positions to the student’s skills. CASFV does not provide social work supervision but will work with off-site supervisors.