



Social Work Internship Job Description

About the Center of Wellness for Urban Women (CWUW)

Center of Wellness for Urban Women (CWUW) empowers women and their families living in urban communities to take action for their health and well-being through education, advocacy, prevention, and care. By helping women create a culture of wellness using the 7 Dimensions of Wellness, women and their families develop skills and tools to address all aspects of their lives to improve their quality of life and make better lifestyle choices.

Position Description

CWUW is seeking a current college student, current graduate student, or recent college graduate interested in serving as an intern by assisting staff in developing and coordinating our Connection 4 Wellness program. In return, CWUW will provide an opportunity for the intern to gain experience in and familiarity with areas such as program design, participant engagement and recruitment, and organizational development. The social work/public health intern will report to the executive director and staff of the Connection 4 Wellness program.

Specific Responsibilities

Responsibilities include, but are not limited to, the following:

- Assists in initial assessments of new participants
- Completes social developmental histories of participants
- Assists in tracking and following up on all social work referrals.
- Coordinating social work/counseling/therapeutic services and referrals between the program and other agencies providing social, employment, housing, and other social services.
- Establishes a referral network with outside agencies for the participant and their families.
- Implements the philosophy and objectives of the school's social work program.
- Remains available for crisis intervention social work as the need arises.
- Participates in relevant professional development training.

Qualifications

- Must be enrolled in, or have completed, Bachelors of Social Work (BSW) or a Master of Social Work (MSW) degree program and eligible for field placement as determined by the sending university.
- Strong writing and research abilities.
- Desire to learn more about fundraising and philanthropy.
- Knowledge of Microsoft Office applications.
- Experience with databases is a plus.
- Good interpersonal skills and attention to detail.

- A demonstrated commitment to CWUW's mission and values.
- Unimpeachable ethical standards and personal integrity.

Hours, Start Date, and Duration

Flexible within business hours. A firm commitment of 15 hours per week is required. The internship will start at a mutually agreed-upon date and may continue through the 2023/2024 academic year, depending on mutual interest and satisfactory performance. This is a non-paid internship.

How to Apply

To apply for the position, please submit a cover letter, resume, and one-page writing sample by email to rbayless@cwuwonline.org (please put "Development Intern" in the subject line. The position is available for immediate placement, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. ***No phone calls, please.***

While the above describes the position's essential functions, other duties may be assigned.

Center of Wellness for Urban Women is an equal-opportunity employer.