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*Metro Nashville-Davidson County Office of Family Safety*

*Department Head, Diane Lance*

**Job Title**: Adult and Child Advocate Intern

**Department:** Office of Family Safety

**Reports to:** Intern, Volunteer & Outreach Coordinator

**Time Commitment:** We ask that interns commit to a minimum of one (1) semester or term (summer, fall, or spring) and a minimum of 15-20 hours per week.

**Hours:** Vary from 8:30am-6:30pm

**Location:**  Family Safety Center, Nashville, TN

**Summary**:

The Adult and Child Advocate intern is responsible for working with both adults and children who come to the Family Safety Center to access domestic violence advocacy services.

**Essential Duties and Responsibilities**:

*Adult Advocacy*

* Gather initial information on victim and his/her needs based on Client Screening form
* Conduct Needs and Danger assessment
* Assist victim in obtaining an Order of Protection
* Refer victims to appropriate community agencies for needs such as housing, food, employment, childcare, high-risk reviews, warrants, legal advice, counseling, etc.
* Refer victims to Jean Crowe Advocacy Center (JCAC) for court advocacy
* Create individualized safety plan with all victims
* Maintain contact with victims who have recently visited and utilized services at the Family Safety Center

*Child-advocacy*

* Coordinate check-in/check-out systems for children in the Play Pyramid
* Facilitate age-appropriate activities as well as child-initiated play
* Communicate strengths of child to parents after each visit
* Create an individualized child-focused safety plan with each child in the Play Pyramid

*Miscellaneous*

* Conduct daily strangulation and firearms flagging
* Assist in writing, editing, and distributing the monthly department newsletter
* Sort and account for donations given to the Office of Family Safety
* Assist with the maintenance of the facility, including keeping the kitchen and lobby clean and stocked with food and coffee, in order to provide a safe, comfortable environment for clients
* All other projects as assigned by supervisor

**Qualifications:**

* Must be at least 18 years old
* Must pass a background check
* Must be currently enrolled in an undergraduate or post graduate program
* Must enjoy working with children. Previous experience working with children preferred
* *In an effort to ensure our intern and staff body is as representative of our diverse clientele as possible, applicants from minority backgrounds, cultures, and/or with multilingual skills are particularly encouraged to apply.*

**Support and Benefits Provided:**

* Supervision, skill-building, mentorship, networking, and resume-building
* Metro ID badge and Metro email account
* Dedicated workspace with Metro laptop
* Free parking off-site
* Ongoing training and guidance on FSC procedures
* Ongoing education and training on domestic violence and trauma
* Opportunities for outside projects
* This internship is **UNPAID**.

**To apply:**

Please send a completed application, resume, and cover letter to Walden Ferrell at WaldenFerrell@jisnashville.gov.

*Applicants with unresolved trauma in their past are encouraged to explore whether this opportunity is a good fit for them.*