

*Metro
Davidson
of Family*



Metro Office of Family Safety

*Nashville-
County Office
Safety*

Department Head, Diane Lance

Job Title: Adult and Child Advocate Intern

Department: Office of Family Safety

Reports to: Resource 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 JCAC 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 Courtney Kolb at CourtneyJKolb@jnsnashville.gov.

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

