Metro Davidson of Family

Metro Office of Family Safety

Nashville-County Office Safety

Department Head, Diane Lance

Job Title: Jean Crowe Advocacy Center Advocate Intern
Department: Office of Family Safety
Reports to: Assistant Director of Community Engagement
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 7:30 am to 4:00 pm
Location: Jean Crowe Advocacy Center, Nashville, TN

Summary:

The Advocate Intern is responsible for assisting victims of domestic violence navigate through the judicial process, obtain safety and stay safe through the filing of Orders of Protection and Safety Planning, and connect with community resources.

Essential Duties and Responsibilities:

Advocacy

- Conduct Needs and Danger Assessments on victims who participate in intakes, and refer them to appropriate partner/community agencies for needs such as housing, shelter, food, employment, childcare, high-risk review, warrants, legal advice, counseling, etc.
- Create individualized Safety Plans with all victims in JCAC and court, and provide DV education to clients and their families via the Power and Control Wheel and the Cycle of Violence
- Assist victims in obtaining Orders of Protection
- Coordinate with the District Attorneys and Victim Witness Coordinators regarding victims in the JCAC
- Escort victims to and from the JCAC and court
- Make follow-up calls to victims who have recently visited JCAC to ensure they're still safe and don't need additional services

Administrative

- Work daily to flag cases on criminal and Order of Protection dockets for firearms and strangulation involvement
- Answer phones as needed
- Collect statistical data as needed
- Assist with the collection and sorting of donations
- 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

Qualifications:

- Must be at least 18 years old
- Must pass a background check
- Must be currently enrolled in an undergraduate or post graduate program
- *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 Muller at courtneyjmuller@jisnashville.gov.

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