



Metro Office of Family Safety

Metro Nashville-Davidson County Office of Family Safety
Department Head, Diane Lance

Job Title: High Risk Program Case Management Intern

Department: Office of Family Safety

Reports to: Intern, Volunteer & Outreach Coordinator

Time Commitment: Must be able to commit to at least two semesters for approximately 15-24 hours per week.

Hours: Vary from 7:30 am to 5:00 pm

Location: Family Safety Center

Summary:

The High Risk Programs Human Trafficking Intern is responsible for assisting in the macro-level work of the Metro Nashville Office of Family Safety's High-Risk team as it pertains to serving and enhancing the safety of victims of human trafficking.

Essential Duties and Responsibilities:

- Facilitate client case management sessions including resource referrals and allocation.
- Plan and coordinate psychoeducational group for victims of Human Trafficking.
- Collect and analyze data for human trafficking victims.
- Prepare court documents for victims of human trafficking.
- Assist in the preparation of case notes and files for HRIP review.
- Assist in researching court sanctions, as applicable per client.
- Assist in preparation for and special projects pertaining to the Anti-trafficking Collaborative of Davidson County.
- Any other duties as assigned.

Qualifications:

- Must be at least 18 years old
- Must pass a background check
- Must be currently enrolled in a post graduate program
- Must feel comfortable using Excel
- 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 procedures and topics related to case management.
- Ongoing education and training on human trafficking 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@jnsnashville.gov.

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

