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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 Walden Ferrell at [WaldenFerrell@jisnashville.gov](mailto:WaldenFerrell@jisnashville.gov).

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