



# Metro Office of Family Safety

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

**Job Title:** High Risk Program Intern

**Department:** Office of Family Safety

**Reports to:** High Risk Programs 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 7:30 am to 4:00 pm

**Location:** Family Safety Center

## **Summary:**

The High Risk Programs 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 domestic and sexual violence, human trafficking, and stalking.

## **Essential Duties and Responsibilities:**

- *Carry out quantitative research relating to granting/denying of high-risk Orders of Protection filed in court and length of time Petitioners have to wait for a resolution in their case*
- *Assist in carrying out qualitative research on the impact of the High Risk Intervention Panel (HRIP) team on the cases it reviews*
- *Assist in the preparation of case notes and files for HRIP review*
- *Assist in preparation for and special projects pertaining to all multidisciplinary high-risk teams such as Domestic Abuse Death Review Team (DADRT), Strangulation Response Protocol, Sexual Assault Response Systems Taskforce, and Firearms Dispossession Committee*
- *Prepare daily Firearms and Strangulation flagging log and email to District Attorneys, Victim Witness Coordinators, court clerks, and advocates*
- *Collect and analyze data for human trafficking victims*
- *Prepare court documents for victims of human trafficking*
- *Any other duties as assigned*

## **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 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 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](mailto:CourtneyJKolb@jnsnashville.gov).

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

