



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*
- *Provide technical assistant for Office of Family Safety trainings*
- *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 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.

