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*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 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.*