



Advocate Intern

Role:

Assist victims of domestic violence navigate through the judicial process; obtain safety and stay safe through the filing of Orders of Protection and Safety Planning; and connect with community resources.

Duties and Responsibilities:

- Conduct Needs and Danger Assessments on victims who participate in intakes, and refer them to appropriate partner/community agencies for needs such as housing, shelter, food, employment, childcare, high-risk review, warrants, legal advice, counseling, etc.
- Create individualized Safety Plans with all victims in JCAC and court, and provide DV education to clients via the Power and Control Wheel
- Assist victims in obtaining Orders of Protection
- Coordinate with the District Attorneys and Victim Witness Coordinators regarding victims in the JCAC
- Educate victims and their families regarding the domestic violence, the cycle of violence, and the Power and Control Wheel
- Escort victims to and from the JCAC and court
- Make follow-up calls to victims who have recently visited JCAC to ensure they're still safe and don't need additional services
- Perform administrative duties like answer phones and collect statistical data

Time Commitment:

We require interns to commit to a minimum of one (1) semester and at least 15-20 hours per week.

Qualifications:

- Must be at least 18 years old
- Must be currently enrolled in an undergraduate or postgraduate program
- Must pass a background check and reference checks
- *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, 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**.

Reports to:

Megan Moore, Resource Coordinator
(615) 880-2255
MeganMMoore@jis.nashville.org

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