



Intake Internship Position Description

MAJOR OBJECTIVES:

Prepare the student to become a skilled, caring, and ethical clinician while providing support to the intake team. The student will coordinate the initial contact of individuals requesting Sexual Assault Center (SAC) services utilizing a trauma-informed approach. Student(s) will have an opportunity to expand their knowledge of culturally informed services and learn how the SAC provides access to services to diverse clientele. Student(s) will gain understanding of a holistic and collaborative approach to caring for survivors of sexual assault in a non-profit setting.

MAJOR RESPONSIBILITIES:

1. Be the first point of contact for potential Clients and referral sources: Assist with answering the phone; scheduling Orientation Visits with the Client Navigator, Clinical Interns and Advocates; and assisting in updating Client records to ensure the most timely and appropriate assignment of Clients.
2. Assist in maintaining and updating the call log; collect and record incoming referrals as they enter SAC via fax, email, phone, etc., and transfer to Clinical or Advocacy services as appropriate.
3. Keep accurate client records and complete appropriate documentation in a timely manner.
4. Utilize a trauma-informed approach to collect basic background information for clients over the phone and screen for initial appropriateness of SAC services.
5. Maintain close working relationships with key referral sources.
6. Participate in regularly scheduled supervision and weekly Intake Team Meetings.
7. Other duties as assigned.

QUALIFICATIONS:

1. Student(s) must be enrolled in a master's degree program in a related field.
2. Ability to provide compassionate, culturally aware and effective care for a diverse population of clients with a nonjudgmental perspective.
3. Excellent oral and written communication skills.
4. Demonstrates flexibility and ability to manage multiple ongoing responsibilities.
5. Willing to accept supervision and feedback on job performance.
6. Bilingual in English and Spanish required.
7. Ability to commit to 20-30 hours per week.

TRAINING:

1. Completion of internship training provided by SAC.
2. Enrollment in a master's program focusing in counseling, social work, psychology, or a related field.

SAC values diversity and inclusivity. We welcome all applicants regardless of race, color, national origin, age, gender, gender identity, sexual orientation, culture, ethnicity, religious and spiritual beliefs or practices, political views or affiliations, and abilities.



Internship Application

Thank you for your interest in interning at The Sexual Assault Center. Please fill out this application and acknowledge the information is true, correct and complete. Please note that students selected for internship will be asked to sign a confidentiality contract as well as complete a background check. All information included in this application is kept in confidence and will not be disclosed to anyone without the student's permission.

Name: _____

E-mail address: _____

Mailing address: _____

City, state, zip: _____

Cell phone: _____ Work phone: _____

Other phone: _____

Which phone number is the best to reach you? Cell Work Other

Preferred method of contact: E-mail Phone

Date of birth: _____ Pronouns: They/them She/her He/him _____

Fully proficient languages (other than English): _____

Education:

College: _____

Major/Degree/Graduation Date: _____

College: _____

Major/Degree/Graduation Date: _____

Post-Graduate: _____

What is your availability for internship? *(circle all that apply)*

Monday Tuesday* Wednesday Thursday Friday

*Please note that Tuesdays from 9-11am are Clinical Team Meetings and Staffings.

It is expected that interns attend unless otherwise approved

Community Involvement

Clubs, organizations, and/or groups you are involved in:

Name: _____

Role: _____

Name: _____

Role: _____

Volunteer experience

Agency name: _____ Dates involved: _____

Role: _____

Agency name: _____ Dates Involved: _____

Role: _____

Agency name: _____ Dates Involved: _____

Role: _____

Other hobbies/special skills:

Briefly state why you are interested in becoming an intern at SAC:

How did you hear of SAC?

Do you feel you have any personal experiences, issues or attitudes, which would impact your effectiveness in dealing with survivors of sexual assault or child sexual abuse?

List three skills or qualities that you have to offer that will be beneficial in your work at SAC.

List three things you hope to gain from your work as a SAC intern.

Please list an area of growth (something you are aware of that needs improvement) that you would like to address.

Have you in the past seen, or are you presently seeing someone for personal counseling? If yes, was/is the experience helpful?

Have you ever been charged or convicted of any felonies or ethical violations? If yes, please provide a brief explanation

Have you ever been reported for suspected child abuse? If yes, please provide a brief explanation.

Reliability	5	4	3	2	1
Ability to accept responsibility	5	4	3	2	1
Stability/harmony of applicant's own life	5	4	3	2	1

1. In what capacity have you known this applicant?

For how long? _____

2. The applicant will work with adults and children under stress who have been victimized by others, or may have the responsibilities of teaching and leading others. Has this applicant demonstrated stability and strength of character which would permit them to cope with this pressure?

Please comment: _____

3. Has this applicant demonstrated responsibility and dependability that would reassure a survivor under stress?

Please comment: _____

4. Are you aware of any issues that would prevent the applicant from serving as an effective intern with SAC? ___Yes ___No

If yes, please comment: _____

5. To your knowledge, does this applicant have or has she/he ever had a drinking problem? Drug usage?

6. To your knowledge, has the applicant ever been convicted of an ethical violation or a felony?

Please comment: _____

7. If you know this applicant in a professional capacity, would you be inclined to work with this person again?

Please comment: _____

8. Please discuss the applicant's personal qualities that would make the applicant one to whom you might turn if you or one of your family members were experiencing emotional turmoil. _____

9. Please circle your overall assessment of the applicant's suitability as a volunteer for SAC.

Highly recommend
without reservation

Recommend with
some reservation

Cannot recommend
due to lack of knowledge
about applicant

Definitely do not
recommend

Please feel free to make other comments that you feel may be helpful or relevant: _____

Thank you!

Reference Signature

Date

Please return by email to:

Ashley Moore, M.MFT
Clinical Therapist and Internship Coordinator
Sexual Assault Center
101 French Landing Drive
Nashville, TN 37228
amoore@sacenter.org

If you would like to speak with someone personally about this reference, feel free to call Ashley at (615) 258-5875.