

# Direct Service Intern

## End Slavery Tennessee (ESTN)

### AGENCY DESCRIPTION:

ESTN is a faith-based, not-for-profit organization. Adopted by ESTN at its founding, the Mission, Vision and Values describe who we are and the beliefs which animate our actions. Compulsory agreement with this statement is not a condition of employment. We hire and appoint persons who are committed to our mission to promote healing of human trafficking survivors in an environment of faith and spirituality to restore hope and a lifetime of community. The mission of End Slavery Tennessee is to nurture survivor healing and strategically combat human trafficking in Tennessee. We are an agency focused on professional excellence. The work environment will focus around an inclusive team - all working towards the mission, value and vision of the organization.

REPORTS TO: Assigned Survivor Care Coordinator

### POSITION SUMMARY:

The Direct Service Intern works closely with the staff and client participants with ESTN. This includes Direct Service meetings and client participant needs. The position would require direct transportation with client participants. This includes mental health appointments, physical appointments, prescription medication pick-ups, general transportation, and participation in clientele group work.

### KEY RESPONSIBILITIES:

- Maintaining and updating work calendar
- Able to transport clients to appointments in personal car
- Working closely with clientele
- Rapport building with clientele
- Updating case notes on a weekly basis
- Open communication with all staff
- Additional administrative tasks as needed

### WORK ENVIRONMENT:

Work carried out primarily in an office setting with intermittent sitting, standing, walking and some light physical activity. Most work is performed while sitting and using the computer, phone and engaged in face-to-face conversation with staff and/or clients. Some car travel



and use of personal vehicle is required. The work expectations will include some work at the ESTN offices along with some work from home opportunities.

### **EDUCATION, EXPERIENCE AND SKILLS:**

#### **Required:**

- Excellent written and verbal communication skills
- Recent graduate or college student pursuing a degree in social work, psychology, criminal justice or another related program strongly preferred
- Strong organizational skills
- Ability to prioritize assignments, meet deadlines, and be flexible
- Able to maintain confidentiality, as required by law and in the best interest of survivors, donors, and the organizations as a whole
- A desire and ability to work in a fast-paced environment
- Strong computer skills, including proficiency in Microsoft Office and Excel
- Valid Tennessee driver's license, state-required driver's insurance, and access to reliable personal transportation

#### **Preferred:**

- Experience with interpersonal skills
- Experience with clientele in active addiction
- General knowledge about the issue of Human Trafficking and End Slavery Tennessee

### **ADDITIONAL REQUIREMENTS:**

1. A background check is required
2. Initial drug screening is required
3. COVID vaccine is not required for this position, but strongly recommend as the agency works with a high-risk population

### **JOB TYPE:**

Part-time, unpaid internship, 15-20 hours per week (willing to work some evening and weekend hours, as needed). Some travel may be required, and mileage will be reimbursed.

### **CONTACT INFORMATION AND PROCEDURE:**

To apply for this internship, please submit a cover letter, resume and example of design work to [sdix@endslaverytn.org](mailto:sdix@endslaverytn.org) with your name and title of position you are applying for in the subject line. No phone calls accepted for this position.