Intern Onboarding

**Training Requirements:**

Training varies from program to program. In general, any service area which involves direct contact with any client will require 40 hours of online training and 20 hours of in-house training. Interns in the Family Violence and Sexual Assault areas will also require 10 hours of ongoing training each year throughout their service.

**The following steps are required for all interns:**

* Submission of Application Packet
* Screening with The Volunteer and Intern Coordinator
* Background Check Completion with Satisfactory Results Received
* Interview in-person with Program Supervisor
* Assignment to a service area
* 20 hours of in-house classroom training
* 40 hours of online training (to be completed at any time before assignment) at <https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm>
* Fingerprint background check (completed at Cobb County Sheriff’s Office)
* Orientation Sessions
  + General Orientation and Tour
    - Keys and Access Cards
    - Receipt and Acknowledgement of Intern Handbook
  + Program Department Specific Orientation
* **Application packet Items:**
  + Internship Application
  + Applicant’s Disclosure & Authorization for Background Screening
  + Criminal Justice Coordinating Council (CJCC) Volunteer Contract (to be updated each year of service)
  + Statement of Confidentiality
  + Mandatory Reporting of Child Abuse
  + Social Media Policy
  + Criminal Conviction Policy
  + Intern Job Description

***\*Please Note:*** Individuals who are interested in interning with the Family Violence/Sexual Assault Programs should not be in physical, emotional or mental crisis, nor involved in an abusive relationship. If these apply to you, please inform the Intern/Volunteer Coordinator to explore other internship opportunities.

\*Individuals who have received services from LiveSafe Resources (formerly the YWCA of Northwest Georgia) must wait a minimum of one year before interning for any program.