



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.