



Intern Manual

welcome

Welcome to the TRANSFORMATION internship at Hadassah's Hope. We are thrilled to begin this journey with you and watch how the Lord will transform your life in so many ways. This journey is going to engage, empower, and equip you in so many ways.

Our aim is to teach you the life and job skills that we all need to be successful and achieve your goals, as well as to help disciple you into a deeper relationship with Christ! This manual outlines the Transformation internship components (what you will be doing and learning), as well as the required commitments and ground rules.

We are encouraged and excited by your readiness, responsibility, and eagerness to experience God's grace in this 12-weeks together.

Let's do this!

With prayer and expectation,

Tami Taunton, Hadassah's Hope Founder & CEO

Joani Ross, Transformation Internship Director

Bailey Raab, Transformation Internship Case Manager

Transformation internship overview

The 12-week Transformation internship will be one day a week for 5 hours on Tuesdays (9am – 2pm or 10am – 3pm; group meetings will be 10am-2pm with care management sessions scheduled before or after). The internship will consist of:

- Prayer, community meal, fellowship
- Empowerment classes (life and vocational skills training)
- Group study on life outside the adult entertainment industry
- Case management / action plans toward goals
- Counseling (offsite, in-person one hour a week)
- Care team
- Compensation (participants will be paid \$100/week for attending the program, in addition to paid weekly counseling sessions and a meal on Tuesdays when we meet)

The internship will be for 12-weeks.



Transformation internship calendar

The internship cycles are scheduled to end just before a new Rethreaded Career Development Program cycle begins. This allows our interns to determine if they want to apply to enter that longer-term program after our internship ends. Internship cycles for 2022-2023:

Week	October 2022	January 2023	May 2023	October 2023
1	10/25	1/31	5/2	10/31
2	11/1	2/7	5/9 (Mother's Day 5/14)	11/7
3	11/8	2/14	5/16	11/14
4	11/15	2/21	5/23	11/21 (Thanksgiving 11/23)
5	11/22 (Thanksgiving 11/24)	2/28	5/30	11/28
6	11/29	3/7	6/6	12/5
7	12/6	3/14	6/13	12/12
8	12/13	3/21	6/20	12/19 (Christmas 12/25)
9	12/20 (Christmas 12/25)	3/28	6/27	1/2 (skip 12/26)
10	1/3 (skip 12/27)	4/4 (Easter 4/9)	7/4	1/9
11	1/10	4/11	7/11	1/16
12	1/17	4/18	7/18	1/23

Rethreaded CDP starts Feb 1

Rethreaded CDP starts May 3

Rethreaded CDP starts Aug 2

Rethreaded CDP starts Feb 7



Rethreaded program start dates

internship application process

1. Submit completed Transformation Internship application
2. If the applicant meets the program criteria, an in-person interview will be scheduled with the applicant and the Transformation Internship team (Tami, Joani & Bailey) at the Hope House approximately 30 days before the internship start date. The team will meet with the applicant to assess interest and readiness.
 - Discuss internship commitments and calendar to ensure understanding and availability
 - Discuss Christian foundation of the internship. While following Jesus is not a requirement of the interns, it is a key foundational component of the internship. We will pray and discuss Biblical concepts each week throughout the internship.
 - Discuss transportation and childcare (if applicable) availability
 - Discuss drug policy (90 days drug free prior to the start of the internship) and administer a drug test
3. Internship Offer – if the applicant demonstrates commitment/availability and meets the program requirements, an offer will be made to the applicant to join the internship.

intern commitment

COMMITMENTS

- Commit to attend group sessions every Tuesday (5 hours/week for 12-weeks)
- Commit to arrive on time and stay for the entire group schedule for the day
- Commit to participate in weekly counseling sessions in person outside of our group sessions (1 hour/week)
- Commit to completing action steps agreed upon with case manager
- Commit to following the rules and guidelines included in this manual
- Commit to be drug-free (including marijuana, with no exceptions for medical marijuana cards) and agree to submit to periodic random drug tests (must be drug free 90 days prior to the start of the internship)
- Commit to an open mind regarding Biblical concepts shared and discussed

Additionally, the following are **strongly encouraged** because we believe they contribute greatly to healing:

- Attend church each week
- Daily quiet time
- Journal weekly & keep a gratitude list
- Do something to serve someone each week
- Participate in some form of physical health during the week (walking, gym, home workout)

general internship schedule

Following is the general schedule for weekly internship sessions:

TIME	INTERNSHIP ACTIVITY	TEAM
9-10am	Case management sessions (interns will meet individually with case manager prior to or after the group sessions)	Bailey
10-11:30	Morning Session <ul style="list-style-type: none"> • Prayer and short devo • Group study on life outside the adult entertainment industry) 	Internship Staff (Tami, Joani, Bailey)
11:30-12	Community Lunch	Internship staff + Hope House guests
12-1pm	Afternoon Session 1 <ul style="list-style-type: none"> • Life/vocational skills training or activity 	Trainer
1-2pm	Afternoon Session 2 <ul style="list-style-type: none"> • Life/vocational skills training or activity 	Trainer
2-3pm	Case management sessions (interns will meet individually with case manager prior to or after the group sessions)	Bailey
Varies during week	Offsite, in-person counselling sessions (interns schedule with counselor based on availability during the week)	Counselor

Additional information related to all internship components are included in later sections within the manual.

intern application

The internship application is available to complete online, and includes the following questions:

Applicant name & contact info (email, phone, address)

Emergency contact (name and phone)

Church Lady / Hadassah's Hope Contact (if applicable)

How did you hear about the Transformation Internship?

Agreement with each of the internship commitments:

- Commit to attend group sessions every Tuesday (5 hours/week for 12-weeks)
- Commit to arrive on time and stay for the entire group schedule for the day
- Commit to participate in weekly counseling sessions in person outside of our group sessions (1 hour/week)
- Commit to completing action steps agreed upon with case manager
- Commit to following the rules and guidelines included in this manual
- Commit to be drug-free (including marijuana) and agree to submit to periodic random drug tests
- Commit to an open mind regarding Biblical concepts shared and discussed

Current employment (if applicable)

Current marital status (if applicable) and children (if applicable)

Current housing situation.

Current church attendance / relationship with Jesus (if applicable).

Why you want to be a part of the Transformation internship.

Areas of your life are you most interested in working on / transforming.

What have been your biggest obstacles to making the changes you wanted to make in the past?

Why do you feel you would be a good candidate for the Transformation internship?

Briefly describe things you are passionate about (hobbies, pastimes, interests, etc.)

intern compensation

Internship compensation is \$170/week distributed as follows:

- \$100 is compensation for the internship and \$70 is to cover payment for mandatory weekly counseling sessions.
- The first payment will be in week two of the internship for the first week of the internship. Interns will be paid every week after for participating fully the prior week.
- Interns are responsible for paying the counselor for their required weekly counseling sessions after week 1 (we will pay the first week directly to the counselor since you will not have been paid by us yet).

breach of commitment

We recognize that things come up, so if there is a reasonable reason that some of the items can't be completed, it will be the interns' responsibility to share this information in advance where possible and to make arrangements to make it up. While some grace will naturally be extended, it is extremely important that all efforts are made to adhere to the requirements.

Failure to adhere to the agreed-upon commitments will result in the following:

- First offense: Discuss with the Transformation staff
- Second offense: Reduction of pay for the week and probation notification
- Third offense: Reduction of pay for the week and termination of the internship

internship
components:
deeper dive

internship components

There are several components that make up the internship, which are outlined in greater detail in this section of the manual. The components include:

- Community, fellowship, and prayer
- Case management (including care plans and a care team)
- Counseling
- Group study on life outside the industry
- Life & vocational skills training and activities
- Soft skills

community, fellowship, and prayer

Healthy community is a foundational component of the internship. We value the time we have to get to know one another, support one another, and hold one another accountable. We will begin our time together on Tuesdays with prayer and a short devotional. Additionally, we will enjoy a community lunch together, where other staff and ladies who drop in our resource center that day will join us.

case management

Case management meetings will be a safe place to establish and work towards goals, budgeting and increase stability in all areas of life. These meetings will occur between the Case Manager and each intern. The interns will be required to meet with the Case Manager weekly at the scheduled time.

The meetings will be weekly for approximately 30 minutes to 1 hour

- The goals are established by the interns. The Case Manager is there to help interns develop plans and action steps to meet their goals. Each week the Case Manager and the intern will decide on tasks to be completed that week.
- The Case Manager will go over the intern's goals and weekly action steps/tasks
- The Case Manager will help the intern prepare and manage their budget
- The Case Manager may take notes to remember details and provide feedback
- The Case Manager will ask for any updates or concerns
- The Case Manager will assist interns in finding community resources to increase overall stability and achieve goals.

Intern role:

- Come prepared with an open mind and heart about your life
- Be transparent about budget and finances
- Think about your goals and steps you need to take
- Think about members to invite on your care team for additional support and accountability
- Follow through with the action item steps you decide on in your care plan!
- Take this time seriously and get excited to conquer some of your goals!

care plans and care Team

We believe that we are created for community and we know that our success in life does not come from our own efforts alone. As part of case management sessions, we will work with interns to develop a Care Plan and assemble a Care Team of individuals who will rally around and support the intern as she strives to move forward to meet her goals. Care Team members can include family, friends, mentors, outreach team members, boyfriend, etc. – anyone who can help support the intern in achieving their goals and holding them accountable in a loving and supportive way.

While we will review the intern progress toward goals on a weekly basis, we will have two more formal Care Plan Reviews during the internship where we will sit down and review the plan and progress with the Care Team (these will be around the first 3-4 weeks of the internship and at the end of the internship).

counseling

During the Transformation internship, professional Trauma Counseling sessions are offered to provide each intern the opportunity to understand their story, heal from prior traumatic experiences, increase in emotional and mental health stability and engage in healthier patterns of living.

COMPENSATION:

Hadassah's Hope will pay the intern to allow them to compensate contracted counselors for services delivered to participants while part of the Hadassah's Hope Transformation internship.

CLIENT RIGHTS:

Interns are expected to attend scheduled sessions in person with their assigned counselor. Contract counselors are either licensed professional mental health counselors or supervised by a licensed counselor.

RECORDS & CONFIDENTIALITY:

Counseling sessions are confidential. This means that topics discussed in counseling sessions will remain private and will not be shared in detail without your written permission. Due to the nature of the Hadassah's Hope Transformation internship, counselors and Hadassah's Hope staff may enter into conversation about your overall well-being and progress. Such conversations will not reveal private conversations or specific topics discussed in the counseling sessions. United States laws protect your privacy in counseling sessions. As our contract counselors are mandated reporters, they will keep your information confidential except when the law determines that your information is no longer confidential. This could happen in the following situations:

- Your counselor believes that you are a danger to yourself or to others.
- You disclose abuse, neglect, or exploitation of a child, elder, or disabled person.
- You give your counselor permission in writing to release your records or disclose information.
- Your counselor is court-ordered through a subpoena to disclose information regarding your case.
- Your counselor is otherwise required by law to disclose your confidential information.

Counseling records are maintained by and are the property of the contract counselor. Counseling records are retained for a period of seven years after counseling ends and are disposed of after the seven-year period.

Life outside of The industry group study

As part of the internship, as a group we will study the DVD/Workbook series, “X-Girls: Life After the Sex Industry.” The study is led by three ladies who each formerly worked in the adult entertainment industry - Harmony (a former stripper and founder of Treasures, a faith-based outreach and support group for women in the sex industry), Crissy (a former porn star), and Bronwen (a former heroin addict and prostitute, and founder of Hope Foundation, an organization that comes alongside women wanting life change from addictions and the sex industry). The series consists of 10 sessions, with a video and accompanying workbook containing discussion questions and exercises.

Following is a summary of the ten sessions.

Session 1: Introductions / My Story Matters

This first session introduces the cast that will be walking them through the series, with each sharing a piece of their personal stories.

We were meant to share ourselves and our stories with the safe people around us. Through each other we receive love, healing and truth and can become the conquerors of our own stories. Your personal story is a work in progress. It identifies you, but does not define you. NO MATTER what your story has been up until this point, God can use it to infuse purpose in your future. You can't change what has happened in your life up to now...but you can decide where you will go from here. God will never waste a hurt. The very things that you may have been hiding and running from are the sort of things that God will use. You were destined to impact the lives of others around you.

Session 2: Getting Out & Staying Out

This week focuses on making the choice to leave the sex industry, and equipping you to succeed.

“Until the pain of staying the same is greater than the pain of change, most people prefer to stay the same.” The video hosts recount what led them to their decision to finally leave the industry and some of the challenges they faced and had to overcome. Sometimes we find ourselves waiting on the ideal circumstances in order to make major changes. We hope that one day the stars will align, we will have exactly enough money in our checking account, our bills paid off and poof, we will be ready to walk into the sunset, leaving the sex industry behind us once and for all. In reality, often the circumstances won't shift until we begin to make the changes. For many of us, leaving the industry is easy. Staying is the hard part. Once we walk away, we are often left to face gaps in our resume, financial struggles, and feelings of loneliness as we leave behind old relationships; the list goes on and on.

“If I had to pick one word to describe how I stayed out of the industry once I left, it would be SURRENDER. Gradually, over time, surrender became more natural. I began learning new ways to think about myself, manage finances, adjust to a new lifestyle, make friends, and deal with all of the change. It wasn't easy, but it got easier...one day at a time.”

Session 3: The Aftermath

A focus on the “pieces” that are left to be picked up emotionally after working in the sex industry. Who am I? And What do I love?

What I’ve done is not who I am. So who am I? And what do I love? At the core of these are questions of identity and purpose. If we anchor ourselves in the truth of who we are based on what God says, that what we have done is not who we are, then part of the process of picking up the pieces is determining what things we are going to leave behind. Some of the things that used to “work” for us when we were in the sex industry just don’t work anymore. Habits that don’t serve us. Thoughts that tear us down. Beliefs about who we are that hinder us. Our defense mechanisms that helped us survive at one point, but are not needed or helpful in the new life we are building. As we begin to let go of old ways and learn new ways, we find ourselves faced with the second set of questions. What do I love? What are the dreams in my heart?

Session 4: Boundaries

The focus this week is on recognizing and setting boundaries.

The sex industry is anchored in fantasy. Many who have worked in the sex industry created a fantasy persona that is based on meeting the wants, needs and desires of someone else. The longer one is in the sex industry, the more the line between the persona and the person begin to blur. We can lose ourselves in the persona. Figuring out who we are outside of the personas we create is an important part of the healing journey. Discovering and setting personal boundaries is vital to the process. Boundaries help us know where we end and someone else begins. They help decipher who we are outside of the expectations and desires of other people. Learning boundaries gives us the freedom to discover our authentic selves. “I am not who I was, I am not yet who I am going to be, but I am learning to love myself and am enjoying the journey of becoming.”

Session 5: My Body, My Mind

This week focuses on holistic healing – mind, emotions, physical, and spiritual.

Our society is image crazed! The lesser gods of style, trend, emotions and fashion labels take precedence over the value of human life. With this comes unhealthy obsessions, eating disorders, and substance abuse. We can become consumed with ourselves – what we look like, sound like, our issues, our problems, what we can hide or control. Healing begins with believing we can be free. In Jesus, we can be accepted for who we are where we are. God loves us so much that He refuses to leave us the way that He finds us. We are created with a purpose, and in spite of our pasts, we can move forward to make a difference in the world. We can create a new standard of beauty. We are daughters of the King. God’s workmanship. His masterpiece. Created for good works prepared in advance for us. Fearfully and wonderfully made. Words are powerful. Our thoughts are powerful. They create our reality. As followers of Christ, each of us can find freedom in our emotions and our minds.

Session 6: Confidence & Beauty

This week focuses on redefining beauty and seeking confidence over competition, comparison, and jealousy.

The sex industry amplifies the image driven culture leading to a striving to create and maintain an image to make the most money. Often comparison, jealousy and competition are natural byproducts of the sex industry. Comparison leads to tearing others apart with criticism or bashing ourselves with a “not good enough” message. Not only is it impossible for friendship to flourish in an environment of comparison, competition and jealousy, but these things are confidence destroyers. Comparison is the thief of joy. Life outside of the sex industry can lead to establishing a new standard of beauty. Valuing character over appearance. Being drawn to traits like gratitude, faithfulness, and truthfulness in others as we seek to cultivate them in ourselves. God is good. His character can be trusted and His plans for us are good. We can have rich friendships where we celebrate one another instead of compare.

Session 7: Friendships & Community

This week focuses on the value of healthy friendships and community.

God wired us for relationship. We are innately designed to desire to know and to be known. The degree to which we are able to establish safe, healthy friendships and community in our lives will determine the degree to which we are able to live healthy, flourishing lives. But...it is easy to get stuck in patterns of choosing, attracting and relating to people that aren't safe for us. Learning what a “safe person” is and isn't, and embarking on a journey to become was is vital to breaking unhealthy relationship patterns and developing healthy, thriving friendships.

Session 8: Dating & Men

This week focuses on changing patterns when it comes to relating to men and healthy dating/relationships.

A recurring theme from women who leave the sex industry is discovering the same patterns of relating to men. Changing these patterns is a process. Being exposed to healthy men who value and treat them with respect and dignity goes a long way to eroding fear and distrust of men. One pastor identified qualities in men that will make awesome boyfriends or husbands: humility, servanthood, protective, confidence, dependable, compassion. There really are men out there who possess these qualities!

Session 9: Sex

This week discusses the sex industry selling fantasy and how this distorts the understanding of sex.

Beyond selling sex, what the sex industry sells is fantasy. In this fantasy world, for the most part, consumers are made to feel desirable, powerful, liked, accepted, and wanted. They are offered a temporary escape from the reality of their daily lives. All of this without the risk of relational pain. Sex becomes a transaction, detached from reality, anchored in fantasy. Sex is compartmentalized from intimacy and relationship, from knowing and being known. Sex becomes about power and control, survival. But sex is as much spiritual as physical. It was designed not simply to satisfy desire alone, but to facilitate intimacy and connection to another human in a deeply spiritual way, so deep in fact, that covenants are made.

Session 10: Sharing Your Story

While our story doesn't define us, everyone has a story that can be used for good.

Everyone has a unique story and even the most painful and difficult parts can be used for good. There is an overcoming power in the telling of our story, both for us and for those whose hearts are open to hearing it. Sharing our stories isn't about simply recounting all of the mistakes we have made or trauma we have been through. There is a sacredness to our stories. If it doesn't seem to be beneficial to someone else, honoring to God, or feel safe to you, it likely isn't the time to share. We are forgiven. Free. God's grace is sufficient. Our story is HIS story. Your story matters! As you surrender it to God and remain faithful to share it as He leads, even if only with one person, He will infuse the pain from your past with purpose as He uses it to bring freedom to others.

life/job skills Training + activities

Following is a summary of some of the life/job skills training and activities interns will participate in over the 12-weeks of the internship.

JOB SKILL DEVELOPMENT

Throughout the internship, will introduce you to the basic skills needed to be successful in your employment endeavors. We will review essential skills and characteristics for employment and will learn about being responsible people, owning and managing our emotions appropriately and setting smart goals. We will also discuss resume creation and interviewing skills, as well as what it looks like to start your own business.

LIFE DEVELOPMENT SKILLS

The internship will focus on teaching the essential skills and characteristics needed to be prepared for and successful in adult living. We will touch on the skills needed for daily living, healthy community, self care, relationships and communication, housing and money management, work and study life, career planning and planning for the future. We will also learn about the importance of having strong intrapersonal and interpersonal skills, the ability to respond to limits on our behavior, and the ability to make positive decisions that positively impact our life.

FINANCE & BUDGETING

The primary goal is to provide participants with tools, resources, and knowledge about finances. Finances are an important part of daily life! It's possible to manage income more effectively through planning. Managing income helps you understand how much money you'll need for tax payments, other monthly expenditures and savings. We will introduce basic money, budgeting, and banking skills.

COMPUTER LITERACY

In the modern world we find ourselves in today, it is essential that we have a basic understanding of how to work with and around computers. In this class, we will learn and practice the basic functions of the Google Suite and Microsoft Office Suite programs.

NUTRITION & HEALTHY COOKING ON A BUDGET

As part of the internship, we will learn about basic nutrition, as well as tips to shop and cook healthy meals on a budget.

BOUNDARIES

Boundaries impact all areas of our lives. Having clear boundaries is essential to a healthy, balanced lifestyle. A boundary is a personal property line that marks those things for which we are responsible. In other words, boundaries define who we are and who we are not.

LEARNING ABOUT TRAUMA

Since trauma is so prevalent in the world today, we will spend time talking about it-- what it is, how it impacts us (and others) throughout the lifespan, and what to do about it so that we can move past the trauma into healthier patterns of thoughts, beliefs and behaviors. Interns will get a chance to meet with ladies who have successfully left the industry and what they have learned from overcoming the challenges they faced in their lives.

PARENTING

We will learn about the key principles to successfully parenting children-- providing nurturing relationships, establishing healthy expectations in the form of limits and providing success opportunities that build self-esteem and resilience. Whether you have grown children, have no children, or are in the middle of child rearing, this material will be helpful in learning how to navigate the sometimes choppy waters of parenthood or working with children, especially children who come from hard places.

ART THERAPY / ART CLASSES

Art Therapy is a form of expressive therapy that uses the creative process of making art to improve a person's physical, mental, and emotional well-being. You don't need to be talented or be an artist to participate or receive any of the benefits of Art Therapy. Art therapy involves the creation of art in order to increase awareness of self and others.

TRAUMA YOGA

When you experience trauma, it might be hard to pinpoint what you're feeling. It's also hard for your body and brain to comprehend everything. Trauma-informed, or trauma-sensitive yoga, is not designed to take you back to the source of your pain. Its purpose is to help you become more aware of what's going on in your body. Once you tap into that, you can work on releasing built-up emotions, stress and tension.

BIBLE

While you are enrolled in the Transformation program, you will have the opportunity to learn more about the Bible and God – who He is, how much He loves you, and your identity in Him.

soft skills

As we progress through the internship, we will incorporate on-the-job training. This could include some of the following:

- Practicing skills toward a career goal
- Assisting with Hadassah's Hope administration and operations
- Assisting with Hadassah's Hope events

SOFT SKILLS

Soft skills include the personal attributes, personality traits, and communication abilities needed for success on the job. Soft skills characterize how a person interacts in his or her relationships with others. Soft skills are the skills that enable you to fit in at a workplace. They include your personality, attitude, flexibility, motivation, and manners. Soft skills are so important that they are often the reason employers decide whether to keep or promote an employee. Soft skills are important to the success of all employers because nearly every job requires employees to engage with others in some way.

Throughout the internship, we will work on the following soft skills:

- Intrapersonal Skills| Self-assessment, self-control and self-discipline
- Interpersonal Skills| communication, cooperation, negotiation, sharing, empathizing, and listening
- Systemic Skills| Responding to limits and consequences with responsibility, adaptability, flexibility and integrity.
- Judgment Skills| Making decisions and choices that reflect moral and ethical principles, wisdom, and values
- Specific Skills| Teamwork/collaboration
- Specific Skills| Work ethic
- Specific Skills| Self-Responsibility
- Professionalism
- Respect for authority
- Time Management
- Boundaries
- Non-verbal communication
- Customer Service

local church

Our hope is to plug each intern into the local church. A strong suggestion of the internship is weekly church attendance.

We believe that the church is the body of Christ and as a follower of Christ we are called to be a part of the body. We understand that many people have had negative experiences with the church. We know that there has been abuse, sexual harm, etc. by people claiming to be Christians. We want everyone we serve to know that is not God's plan for any of His children. He wants to restore each and every one of us. He also wants us to understand that abusive behavior does not reflect His heart for the church.

There are safe churches in our community that are committed to providing a safe environment for people to come and learn about the gospel. Our desire is to connect each intern to safe churches that also provide safe childcare. We are here to help you in the search for a church community.

health & wellness

Self-care is any activity that we do deliberately in order to take care of our mental, emotional, and physical health. Although it's a simple concept in theory, it's something we very often overlook. Good self-care is key to improved mood and reduced anxiety. It's also key to a good relationship with oneself and others. Self-care needs to be something you actively plan, rather than something that just happens. It is an active choice and you must treat it as such. Add certain activities to your calendar, announce your plans to others in order to increase your commitment, and actively look for opportunities to practice self-care. We will also put this to use in practical ways through the internship.

Daily time in the Bible, journaling, practicing gratitude and serving others, and even daily fitness are healthy ways to practice self-care. We strongly encourage each intern to participate in these activities over the course of the 12-week internship.

“classroom”
rules &
conflict
resolution

Transportation, dress & materials

TRANSPORTATION

Each intern will be required to make a transportation plan before beginning the internship. The Case Manager will help each intern figure out the details for transportation. It is important that each intern has reliable and stable transportation set up beforehand. This will ensure that each intern will be able to attend and be on time to each class.

DRESS CODE

This is a work internship and our goal is to provide interns with opportunities to model habits and behaviors that will help them succeed in the work environment. While we are a casual work environment and want interns to be comfortable, we ask that interns dress modestly while at the internship on Tuesdays. We want interns to practice getting noticed for their great work, not their tight pants, overdone makeup, short skirts, or cleavage-revealing shirts. We also ask that interns avoid attire with offensive or provocative drawings or sayings. Our goal is not to try to restrict the interns, but instead, set them up for success.

BOOKS & SUPPLIES

All books and supplies for the internship will be provided by Hadassah's Hope. Interns will be given a copy of the materials at the start of the internship. Interns will be financially responsible for replacing lost or stolen books.

- Welcome Kit (a few gifts from us to welcome interns into the internship)
- X-Girls Study Workbook
- Devotional
- Journal
- Additional supplies provided for weekly training sessions as needed

"classroom" rules

- Respect each person in the class
- Cell phones are to be put away while we are in training sessions
- Computers/electronics, headphones, etc. not being used as part of the internship are to be left at home
- Be on time and ready to start class at the scheduled time
- Use the bathroom before the class begins
- Remain in class unless it is an emergency
- Stay awake and alert during class times
- Have a positive and thankful attitude and enjoy learning!

Your classes are part of your job. You are getting paid to participate and do the assignments in your classes. If at any time an intern does not participate or do the work they are scheduled to do, the Transformation Director will set a meeting with that intern to discuss their status in the internship.

TEACHERS/TRAINERS

Many of the teachers we will invite into the Transformation internship are volunteering their time, talents, and resources to the interns. Not only are we called to unity and respect with our fellow classmates, but we expect you to treat the teachers and volunteers of Hadassah's Hope with respect and gratitude. If at any time you feel wronged or hurt by a teacher, we ask that you address the problem with them directly first. If they do not receive your complaint, please talk to the program staff. We also want your feedback on all teachers and classes during your case management reviews.

UNITY

One of the main focuses in our relationships with one another is team unity. Unity among us as sisters is extremely crucial for our workplace but more importantly for the health of our relationships. We expect that every intern, volunteer, and employee of Hadassah's Hope shows respect to each other. Our goal is to be a loving community for one another. We want to focus on building each other up and helping one another feel safe and valued. Everyone brings something unique to the table and is created in the image of God. Even though you are entering into the internship with a specific group of people, everyone here is a part of the Hadassah's Hope family.

conflict resolution

BULLYING & VIOLENCE

Hadassah's Hope prohibits bullying of any kind and will deal with complaints accordingly. Hadassah's Hope will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace.

CONFLICT RESOLUTION POLICY

We must treat one another with the same love that Jesus models for us. Division comes from the enemy and he wants nothing more than to divide each intern and the team as a whole. We want to stand guard against this. We acknowledge that conflict will arise, so we have created a conflict resolution statement that we believe will help us reconcile with our sisters in a Biblical way. Please refer to this policy in the next section any time you have conflict with one of the other interns or staff members here.



(the steps are described in the pages that follow)

1. Self Reflection and Prayer

The first step in a Biblical approach to conflict resolution is turning our gaze inward, inspecting our emotional responses, checking them against God's Word, repenting of our sin, and preparing our hearts for a humble posture toward our adversary. We cannot expect to experience peace if we haven't first identified our role in the conflict.

"Why do you look at the speck of sawdust in your brother's eye and pay no attention to the plank in your own eye? How can you say to your brother, "Let me take the speck out of your eye when all the time there is a plank in your own eye. You hypocrite, first take the plank out of your own eye, and then you will see clearly to remove the speck from your brother's eye." Matthew 7:3-5

2. Sister to Sister

Oftentimes facing conflict head-on is the last thing we want to do but God calls us to initiate the process of reconciliation. Talk to the person privately to clarify the situation. Seek first to understand and then to be understood. Explain why you feel you have been harmed and why it needs to be addressed. Do not talk to other interns or staff before you address the problem with the person you feel has wronged you. Gossip can be extremely toxic in community. Give the person clear direction on what you think needs to happen. If it is a change of behavior or attitude or an apology, let them know. If they do not comply, let the person know you are going to reach out to staff to help bring clarity and accountability to the situation.

If your brother sins against you, go and tell him his fault, between you and him alone. Matthew 18:15

3. Talk through the Situation with a Staff Member

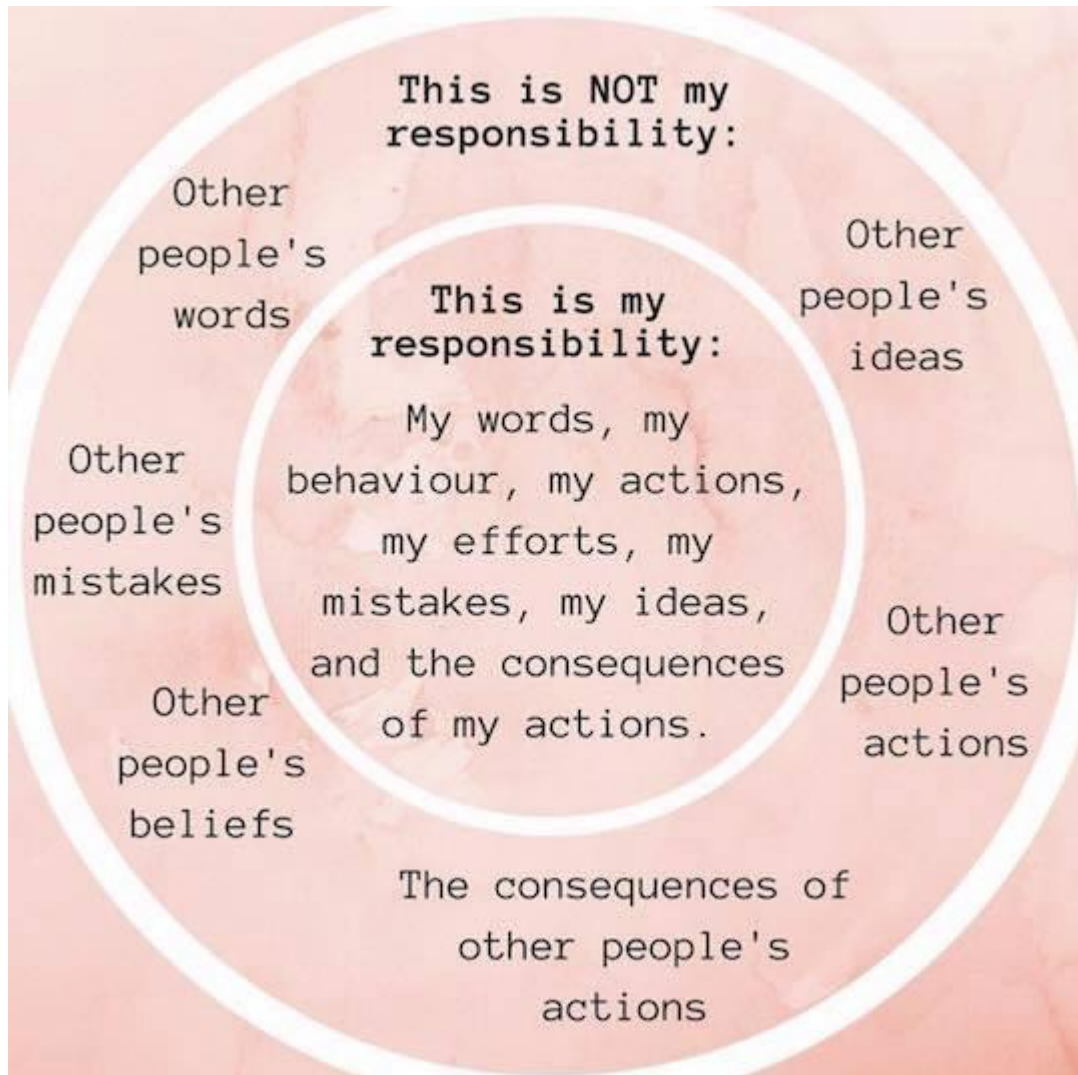
Sometimes two people need outside help to resolve conflict between them. Emotions can run high and resentment and hurt may have settled in, clouding objectivity. Thankfully, part of the blessing of living in Christian community is that we are surrounded by others whose wise counsel and unbiased hearts can be called on to assist should the need arise.

So then we pursue the things which make for peace and the building up of one another. Romans 14:19

4. Group Meeting

After you have reached out to a staff member, you and the other people involved in the conflict will meet together to talk about reconciliation. A written plan may be put in place to provide accountability.

Finally, brothers and sisters, rejoice! Strive for full restoration, encourage one another, be of one mind, live in peace. And the God of love and peace will be with you. 2 Corinthians 13:11



Threatening to Quit

We ask that you refrain from telling your fellow interns that you are going to quit. Doing so puts you and your team/sisters at Hadassah's Hope at a relational disadvantage and may damage trust between interns. Often times quitting may seem like the only solution and is said out of emotion and not truth. If you have serious concerns about leaving the internship, please talk to staff.

drug policy & drug Testing

Every woman that applies for the Transformation internship will be asked about their addiction (drug/alcohol) history. Transformation interns must be drug free for at least 90 days prior to the start of the internship.

All applicants will be required to pass a 12-panel drug test (urine) during the interview process. All interns will be required to take random drug tests (urine) during the duration of the internship. No illicit drugs or alcohol are permitted on Hadassah's Hope property.

If an intern fails a random drug test, the Transformation Director and Case Manager will discuss a course of action with the intern immediately. Action can include

- Suspension from the internship to enter immediate Detox program with the option to re-apply following successful completion of detox and 90 days of active recovery; or
- Dismissal from the internship if detox is not desired.

Hadassah's Hope will administer random drug tests for interns. These will be random and at any time.

- All interns will be asked to go to the designated room. No one will be allowed to leave that room until they have finished their drug testing.
- No drinks/food/personal bags or jackets will be allowed in the bathroom during testing.
- Hadassah's Hope will provide water and cups in the designated room while waiting to take the test.
- If intern refuses to pee in cup after 15 minutes during a random drug screen, this will count as a failed drug test.
- A positive screen for any drug will result in the intern being dismissed from the program and being referred to a local detox recovery program.
- After completion of a detox program the intern can re-apply. The participant must pass drug test to return and must have a minimum of 90 days sober.
- Hadassah's Hope is willing to provide assistance for the intern to get the resources needed to live a sober life.

drug testing consent agreement

This Drug Testing Consent Agreement (“Agreement”) is made and effective on _____ between _____, an applicant / current intern with Hadassah’s Hope, and Hadassah’s Hope, a non-profit organization and existing under the law of the state of Florida. In connection with my internship application / internship contract with Hadassah’s Hope, I hereby authorize Hadassah’s Hope to collect urine samples for the purposes of a drug test in accordance with the policy restated in the previous pages of this document.

Applicant / Intern:

Hadassah’s Hope:

Authorized Signature

Authorized Signature

Print Name

Print Name

Date

Date

manual
review &
agreement

manual review & agreement

I understand all of the information that was covered in this packet and at orientation. I understand that breaking any policy can result in dismissal from this program. I understand that for the next 12-weeks I am committed to this program and to this community.

Participant Name: _____

Participant Signature: _____ Date: _____

Director's Signature: _____ Date: _____