



EnergyCare Fall and Winter Service Provider Internship

Job Description

The Service Provider Intern will provide counseling, information and referral, client education and direct services necessary to solve the energy-related problems of EnergyCare's clients. The Service Provider Intern reports to the Services Supervisor. Training for duties will be provided.

The duties of the service provider include:

- Completing an intake interview with each client, either on the phone or in person
- Delivering and installing winter heating goods (weatherization, heaters, blankets)
- Furnishing internal referrals for emergency goods and services
- Furnishing energy assistance information and referral
- Furnishing clients with referrals to social services provided by other agencies and energy-related services not offered by EnergyCare
- Making outreach calls and/or home visits to elderly/disabled registered clients
- Educating clients about hypothermia and hyperthermia related health and safety
- Educating clients on weatherization services and energy conservation
- Submitting daily reports to services supervisor for review
- Maintaining client files on database
- Updating resource book
- Completing seasonal client satisfaction surveys by telephone
- Other duties as assigned by services supervisor

Job Specifications

- Studying toward a degree in human services or related field
- desire to help others and empathy with low-income clients
- good people skills
- good telephone skills
- ability to read local maps
- computer literacy
- good organization abilities
- time management skills

To apply, e-mail your resume and a brief cover letter to the Jana Lakebrink at jana@energycare.org.

For additional information regarding EnergyCare, please visit our website at:
www.energycare.org