

**Broadscope Disability Services**  
6102 W. Layton Ave.  
Greenfield, WI. 53220  
Phone: (414) 329-4500

Website: <http://www.broadscope.org>

**Agency Description**

Broadscope serves children and adults with developmental disabilities. We provide programs, services and resources for people and families living with disabilities.

**Agency contact:**

Name: Rebecca Reis  
Phone: 414-329-4509  
Email: [breis@broadscope.org](mailto:breis@broadscope.org)

**CLIP position Description Respite Provider Recruitment**

**Rate: \$12.00 / Hour**

**Responsibilities:** The intern will assist the Respite staff with recruiting, prescreening and connecting qualified respite providers with families in need. This process involves working from existing lists of potential candidates and also working with new applicants created from advertising. The intern will be managing the necessary forms, making sure the process is moving along.

The intern will have direct contact with Parents and Applicants via phone, email, and video conferencing. Broadscope staff will support the intern throughout the process. If the intern's schedule allows they will also participate in Dept meetings weekly via Zoom. In the event the intern has time they will also be assigned to reinvigorating the Respite Dept newsletter for parents.

**Qualifications:** Interest supporting families with individuals who have disabilities, computer skills, phone communication skills.

**Hours:** Flexible based upon the student's schedule the need to contact applicants and parents.