



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Intake Worker/Program Aide

Position Type: hourly, non-exempt

Hours: Full-time 40 hours a week

Location: Escanaba Administration Office

Pay Range: \$18.00

Benefits: Benefits include paid time off; 403(b) retirement plan; health, dental, vision and life insurances; and access to our Employee Assistance Program.

Job Summary: The Weatherization Program Intake Worker/Program Aide is primarily responsible for promoting and marketing the Weatherization Program within the communities we serve. The position also completes the intake and evaluation of Weatherization applications, provides clients with energy education, performs clerical duties such as data entry, word processing and filing, and assists the Program Managers and Weatherization Director with active projects as needed.

Qualifications:

- High school diploma or equivalent; associate degree preferred
- Ability to multi-task and work unsupervised
- Clean driving record and willingness to travel within the Agency's service area
- Must submit to a criminal background check

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/uu1ZH6HJ>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



Job Title: Intake Worker/Program Aide

Program: Weatherization

Location: Escanaba – Administrative Office

Classification: Non-exempt, hourly

Revised: 9/2026

Reports To: Weatherization Director

Supervises: None

POSITION OVERVIEW

The Weatherization Program Intake Worker/Program Aide is primarily responsible for promoting and marketing the Weatherization Program within the communities we serve. The position also completes the intake and evaluation of Weatherization applications, provides clients with energy education, performs clerical duties such as data entry, word processing and filing, and assists the Program Managers and Weatherization Director with active projects as needed.

EDUCATION & EXPERIENCE

- High school diploma or equivalent; associate degree preferred
- One year of experience working in human services or a related field required; experience working with service organizations, low-income individuals and public agencies preferred

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office
- Excellent communication and organizational skills
- Ability to multi-task and work unsupervised
- Clean driving record and willingness to travel within the Agency's service area
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Promote and market the Weatherization Program
- Complete and process Weatherization Program applications and determine eligibility of clients
- Serve as the receptionist for the Weatherization Program, answering phones and assisting clients as needed
- Schedule appointments with clients
- Assist the Program Managers and Weatherization Director with active projects as needed
- Work with other Weatherization Program staff to maintain a prioritized client waiting list
- Assist with providing client energy education
- Type and proofread correspondence, reports, proposals and contracts as requested
- Attend meetings and trainings as assigned by the Weatherization Director
- Maintain client confidentiality
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Agency and its funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Possible pre-inspections of client homes
- Prolonged periods of sitting at a desk and working on a computer
- Prolonged periods of driving a vehicle
- Must be able to exert up to 20 pounds of force occasionally
- Possible exposure to inclement weather conditions and hazardous driving conditions

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.