



Service Learning Opportunities

General Information

Service Learning Opportunities are available at IMPOWER for students actively enrolled in a credit-bearing academic program.

Students are not permitted to work one-on-one with clients but will be exposed to client-based environments. Due to confidentiality laws, direct client contact will however be limited and most service learning hours will concentrate on administrative responsibilities that help to provide direct services to clients.

IMPOWER provides service learning opportunities to a maximum of 2 students per semester per program. All placements are available on a first come, first serve basis. Placements will not be reserved until all paperwork has been completed.

Students Must Agree to:

- Commit to a minimum of 40 service hours; regardless of their respective program requirements, during business hours Monday-Friday
- Allow for a minimum of 10 weeks to complete service hours (NO EXCEPTIONS)
- Submit a completed volunteer application and satisfactorily pass all required background screenings
- Complete a fingerprint screening. (Cost is approximately \$65, however student may submit for reimbursement upon satisfactory completion of service hours)
- Comply with all IMPOWER policies and procedures

Program Opportunities Available:

- 1) *Outpatient Services/Psychiatric Clinic; Available Positions/Office Locations: (1) Kissimmee – (1) Longwood – (1) Rockledge*
Responsibilities may include: Making charts for new clients, auditing open charts; contacting DCM's for signature on MTP/TPR and consents/updated consents; conducting vital checks; answering clinic phones; greeting and checking in clients; filing and scanning of clinic paperwork; and other duties as assigned; etc.
- 2) *The Village, Transitional Living Home*
Available Positions/Office Locations: (2) Winter Park
Responsibilities may include: (1) Research, locate, contact and survey former residents and document findings using Microsoft Excel; or (2) Assist program manager with administrative support to include: file reviews, answering phones, completing referrals, coordinating meetings and life skills classes for residents.
- 3) *Administrative*
Available Positons/Office Location: (2) Orlando
Responsibilities will primarily include clerical and administrative assistance for various administrative functions. Student will gain exposure in non-profit management, development, human resources and/or quality management. Duties may include: making phone calls, reviewing files, data entry, fundraising, etc.

For more information, or to be considered for placement, please contact Amber Bachura, Volunteer Coordinator at 407.215.0095 ext. 215 or abachura@impowerfl.org.