

Job Description Southeast/Central PA Volunteer Coordinator Pennsylvania SMP

AGENCY DESCRIPTION:

Since its inception in 1977, CARIE (The Center for Advocacy for the Rights and Interests of the Elderly) has been providing outreach, consultation, and advocacy for older adults, their caregivers, and service providers throughout the Philadelphia region. What began as a telephone hotline for the frail elderly has emerged as one of the region's leading resources on elder care issues. CARIE's mission is to improve the well being, rights, and autonomy of older persons through advocacy, education, and action.

POSITION:

This position is funded through a grant from the U.S. Department of Health and Human Services, Administration on Aging. The grant is designed to teach older volunteers to work with beneficiaries to identify fraud, waste and abuse in the Medicare and Medicaid programs. CARIE is involving its direct advocacy programs with a primary concern about fraud and abuse as it affects quality of care for consumers. In addition, the project includes working with several partners including the state APPRISE health insurance counseling program, Retired Senior Volunteer Programs (RSVP), AARP, and the Philadelphia Corporation for Aging.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE:

- Collect data regarding volunteer activity as well as numbers of consumers trained, counseled, and referred and completes monthly reports to SMP and RSVPs.
- Utilize the project's on-line database to track and record activity.
- Represent the project and the agency at appropriate community settings.
- Attend meetings across the state of Pennsylvania and in Washington, D.C. as necessary
- Supervise volunteers through regular meetings and one-on-one contact.
- Provides on-going support for the volunteers.

PROGRAM:

- Recruit, interview, screen and train potential volunteers.
- Coordinate and schedule all training activities in the southeast and central PA regions.
- Attend all training sessions to learn about health care fraud.
- Coordinate, schedule, and participate in volunteer training sessions
- Assist consumers in resolving complaints and make referrals to appropriate investigating agencies when necessary.

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- Meet with project coordinator and staff to provide feedback after recruiting and training activities.
- Work with project staff to identify issues, needs, and areas for concern.
- Schedule presentations in southeast and central PA.
- Maintains communication between site of presentation and volunteers

OTHER:

- Review literature (reports, articles, studies, etc.) on a regular basis to stay current on long term care, health care, and issues of fraud and abuse
- Attend staff meetings, appropriate community meetings and training
- Occasional lifting of up to 20 pounds (boxed project materials, etc.)
- Other related duties as assigned

REQUIREMENTS:

The most successful candidate will have the following qualities: an outgoing personality, comfort and confidence in speaking to groups, an interest in working as part of a team, a social justice background, strong organizational skills, strong computer skills, ability to competently prioritize to accomplish a range of tasks, excellent written and verbal communication skills. Must be willing to travel.

REPORTS TO:

Pennsylvania SMP Project Coordinator

SALARY:

Competitive Salary/401(k)/health insurance/travel reimbursement

Send Resumes to:

CARIE

Attn: Rebecca Nurick, PA-SMP Project Coordinator

100 South Broad Street, Suite 1500

Philadelphia, PA 19110

Nurick@carie.org

No calls please.

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