

Metro Atlanta RSVP

Healthcare System & Benefits Educator

Volunteer Position Description

Title: Healthcare System & Benefits Specialist

Description

Work within the community providing information that will help persons aging into Medicare, current beneficiaries and their caregivers better navigate and understand the health care system and utilize technology to access information on resources and available benefits. Volunteers will serve as educational ambassadors conducting educational presentations and events to increase individual's awareness of information resources, support programs and services available to them.

Responsibilities

- Make presentations to Medicare beneficiaries and other interested parties regarding how to better navigate and understand the healthcare system and related benefits
- Travel to specified senior centers, congregate residences, hospital facilities or organization locations to make presentations
- Handle general administrative tasks connected to presentations and reporting volunteer hours
- Distribute appropriate information and brochures at presentations
- Maintain strict confidentiality standards

Qualifications

- Background in nursing or medical field beneficial
- Good public speaking and communication skills required
- Comfort level and proficiency in communicating with adults 55 and older
- Ability to relate well to diverse populations and work with limited supervision
- Must pass background check and sign confidentiality agreement

Training

Attendance at 6 hour training session required. Additional on the job training as needed.

Time Commitment

A minimum of (4 hours) a month is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer. Occasional weekend opportunities.

Location

Sites (senior centers, retirement communities, hospitals, organizations, etc.) throughout the 10 county Atlanta Region.

Reports To

Program Coordinator