

Metro Atlanta RSVP

Medicare Insurance Advocate Volunteer Position Description

Description

Assist the *GeorgiaCares* program by making informal public presentations, answering specific questions and/or providing individual counseling for *GeorgiaCares* to Medicare beneficiaries, their representatives and concerned groups regarding Medicare, prescription assistance, and public/private health insurance issues including supplemental and long-term care insurance.

Responsibilities

- Provide one on one counseling, attend community events and/or make presentations to Medicare beneficiaries and other interested parties regarding *GeorgiaCares* topics
- Travel to specified locations (senior centers, congregate residences or organization locations) to provide counseling and/or presentations
- Handle general administrative tasks connected to counseling and/or presentations and reporting volunteer hours and outreach
- Distribute appropriate information and brochures to clients and consumers
- Maintain strict confidentiality standards

Qualifications

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

Training

Attendance at one 3-day GeorgiaCares New Volunteer training is required. These workshops are scheduled several times a year. Quarterly training sessions will also be held to update volunteers on new information and provide networking opportunities.

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/Reports to

Assigned RSVP Station

I understand the effectiveness and credibility of this program depends, in part, on the way I carry out the responsibilities detailed above. I will do my utmost to carry out these responsibilities and remain current on all issues related to this volunteer position.

Signed: _____ Date: _____

