SMP Staff Support Job Description

Senior Medicare Patrol (SMP) at the Western CT Area Agency on Aging (WCAAA) is seeking a part-time Staff Support Person to fill a multi-faceted position. SMP empowers those on Medicare to detect and report frauds, errors, and abuse through education and outreach, with an engaged volunteer community.

General Duties:
Marketing & writing skills a must: e.g., Adobe Pro, social media posting (agency website, Facebook, Twitter, Tik Tok, podcasting, etc.) Create and circulate SMP fraud alerts/articles and assist with radio and media promotions.

Computer proficiency in Microsoft Office & graphic design skills required.

Assists in implementing the SMP federal/state contract, data entry and reporting requirements and ensuring deliverables are met.

Will participate in/develop SMP community presentations, health fairs, and all types of Media and Group Outreach.

Assist with SMP Volunteer Team recruitment, training, and management.

Work in three person team environment with local volunteer community and partnership organizations.

Must become a certified SMP Complex Interactions Specialist. Will become proficient in Medicare over the course of intensive training.

May be trained as a CHOICES/SHIP (State Health Insurance Program) certified Counselor.

Interest in healthcare and criminal justice issues and elderly and disabled communities a plus.

Some travel within State of CT is required as is a valid driver’s license, car and insurance.

28 hours per week, flexible scheduling.

Spanish speaking/writing skills a plus.

Perform duties as assigned by Supervisor.

Qualifications: BA/BS degree (or studying towards) or 2-3 years experience in related field as referenced above.

Entry level position to start, $20 hour

Must be able to lift/carry 5-10 lbs.

Please email your resume with cover letter to acole@wcaaa.org

WCAAA is an Equal Opportunity Employer