

The Aging Department will be hiring a [I-CARE Program Specialist](#)

Job Description

Under limited supervision, serves as the I-CARE (Insurance Counseling Assistance and Referral for Elders) Program Specialist, to provide objective Medicare and other health insurance information, counseling, and assistance to Medicare beneficiaries and their representatives.

The I-CARE Program Specialist is responsible for the administrative aspects of the I-CARE Program, including recruiting volunteers, publicizing I-CARE services in the area, providing counseling services to Medicare and Medicaid Beneficiaries and inputting required data into the approved data base program.

Oversees the Senior Medicare Patrol Project (SMP). Assists with the development and implementation of activities to help Medicare beneficiaries detect and report Medicare fraud or errors.

This position has supervisory responsibilities.

The qualifications for this position are:

Minimum and Additional Requirements:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Certification to be completed and maintained.

Preferred Qualifications:

I-CARE/Health Insurance Counselor certification. Requires effective communication, attention to detail, and ability to stay abreast of changes and updates to Medicare in order to provide current information and counseling to consumers. Excellent oral, written, organization and public speaking skills are essential. Should be proficient in Microsoft Office, able to develop and spreadsheets, and produce reports as requested. Supervisory experience preferred, but not required.

Additional Comments:

Travel is required; some overnight travel may be necessary. Outreach events may require after-hours and weekend work.

The position is Salary Grade 11 and the starting salary is [\\$31,286](#), depending on experience.

We expect the starting date to be no later than [July 9, 2018](#).

If you are interested in applying for this position, please send your resumes' to the Area Agency on Aging Director, Jordan Newman, by close of business on [Thursday, June 28, 2018](#).