



### Position Description

<b>Title:</b>	<b>SMP Volunteer Coordinator</b>	<b>Prepared by:</b>	<b>Tamra Simpson</b>
<b>Reporting to:</b>	<b>SMP Program Director</b>	<b>Date:</b>	<b>February 1, 2012</b>
<b>Status:</b>	<b>Temporary Part-time</b> <b>Approximately 25 hours per week</b>	<b>Effective Dates:</b>	<b>March 1, 2012-</b> <b>September 29, 2012</b>

### Job Summary

The SMP Volunteer Coordinator carries out specified program activities of the IAAAA Education Institute's SMP program (Senior Medicare Patrol). The Indiana Association of Area Agencies on Aging (IAAAA) is the trade association of Indiana's 16 Area Agencies on Aging serving older adults and persons with disabilities. The goal of the SMP program is to empower Medicare and Medicaid beneficiaries to prevent, detect, and report health care fraud through outreach and education. The role of an SMP Volunteer Coordinator involves two major duties: coordination of SMP program volunteers and SMP outreach.

### Duties

- Use SMP program materials to educate older adults and persons with disabilities how to avoid, detect and prevent health care fraud.
- Assist Medicare and Medicaid recipients in documenting and reporting suspected instances of fraud and identity theft.
- Ensure the submission of program activity reports to the SMP Director. Input and track volunteer data in database.
- Seek out and contact potential sites for SMP outreach in service area.
- Respond to inquiries from the public about SMP. Participate in task forces, committees and other local partnership initiatives as required.
- Work collaboratively with AAA sub-contractors and SMP staff to ensure consideration for volunteer health and safety risks.
- Recruit, train and support SMP volunteers in service area.
- Maintain current files on all volunteers.
- Inform and assist senior management in volunteer related matters.
- Plan and implement appropriate volunteer retention and recognition strategies. Assist in volunteer appreciation events.
- Other duties as assigned.

## **Qualifications**

- Demonstrated knowledge of or experience in the theories and principles of volunteer management.
- Demonstrated written and verbal communication skills, interpersonal skills, facilitation skills and presentation skills.
- Excellent organizational skills and ability to work independently.
- Experience in a computerized work environment. Working knowledge of Word, Excel, Outlook, and PowerPoint.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles.
- Commitment to SMP's goals and mission.

## **Education and Experience**

- Minimum of a Bachelor's Degree or its equivalent.
- Volunteer management experience preferred.

## **Other Considerations**

- Some in-state travel required.
- Position #1 will be responsible for volunteer coordination of Lake, Porter, Newton, Jasper, Starke, Pulaski, Fulton, Cass, Miami, Howard, Tipton, Wabash, White, Carroll, Clinton, Benton, Montgomery, Parke, Vermillion, Vigo, Clay, Putnam, and Sullivan counties.
- Position #2 will be responsible for volunteer coordination of Rush, Fayette, Wayne, Union, Franklin, Ripley, Dearborn, Jefferson, Switzerland, Ohio, Lawrence, Orange, Washington, and Crawford counties.
- Must have reliable personal transportation.
- Must be able to lift safely a maximum of 25lbs.
- Must be able to work remotely with SMP provided equipment.
- Must have access to an internet connection.

To apply please send resume and cover letter to [tsimpson@iaaaa.org](mailto:tsimpson@iaaaa.org) or fax to 317.205.9203

**Attention: Tamra Simpson.**

**Deadline for submission: February 20, 2012.**

The services and activities of IAAAA shall at all times be administered and operated on a nondiscriminatory basis without regard to race, color, ethnicity, religion, sex (including pregnancy), national origin, age, disability, genetic information, sexual orientation, or gender identity. EOE.

The non-profit SMP program is supported and funded by the U.S. Administration on Aging.