



improving lives, strengthening communities

## ROCKY MOUNTAIN DEVELOPMENT COUNCIL POSITION ANNOUNCEMENT

### Information & Assistance/State Health Insurance Program (SHIP) Specialist

Rocky Mountain Development Council has an opening for a part time (15hours/week) Information & Assistance/State Health Insurance Program (SHIP) Specialist for the Area IV Agency on Aging. The starting salary for this position is \$11.83 per hour, plus RMDC 's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan. This position is located in Bozeman.

This position is responsible for:

- developing effective working relationships with the public, other agencies, private organizations, public officials and advocacy groups;
- providing long term care planning information to seniors and families;
- developing a senior services resource data base; and
- providing objective information to people of all ages, disabilities and income levels on the full range of long term service and support options.

Day travel is approximately ten percent of the time in Gallatin and Park Counties. Must have a reliable vehicle with current driver's license and liability insurance.

#### Minimum Qualifications:

##### Knowledge, Skills & Abilities:

- Experience and ability to interact well with the public, especially program clientele, and the elderly.
- Good oral and written communication skills.
- Ability to analyze problems.
- Good time management organizational skills. Service needs exceed program resources and therefore the Specialist must manage time well and establish program priorities.
- Completion of the Information & Assistance and SHIP training is required within six (6) months of hire.

##### Education & Experience:

- High school graduate and a minimum of two years post-secondary education in the social service field preferred or related experience.
- One to two years work experience working with the elderly and/or working in the human service field.
- Familiarity with existing social service systems serving older persons is a priority.
- Working knowledge of computers and various software programs.

**Application Process:** Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, [www.rmhc.net](http://www.rmhc.net), and the Helena Job Service. Incomplete application material will not be processed. Completed application packages **must be received by the RMDC Human Resource Office at the above address no later than August 11, 2010, 5:00 PM.** EEO

ROCKY MOUNTAIN DEVELOPMENT COUNCIL

P.O. Box 1717 200 South Cruse Ave. Helena, MT 59624-1717 phone 406-447-1680 800-356-6544 fax 406-447-1629 [www.rmhc.net](http://www.rmhc.net)