



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Senior Medicare Patrol CareShare Presenter Volunteer Position Description

Program Recruiting Volunteer: Area IV Agency on Aging (Area IV)

Position Supervised by: Emma Whitehead, AmeriCorps Program Coordinator

Minimum Commitment: Six months

Contact: Maria Murphy, Resource Specialist/Volunteer Coordinator (406) 457-7376 or mmurphy@rmdc.net

Brief Description of Area IV and its purpose:

Area IV Agency on Aging, part of Rocky Mountain Development Council, Inc., is a non-profit that assists seniors and persons with disabilities to make choices to preserve their independence and dignity. We manage programs such as Medicare Information and Counseling, Information and Assistance, Long-Term Care Ombudsman, and the Senior Medicare Patrol. We serve the six county area of Lewis and Clark, Broadwater, Jefferson, Meagher, Gallatin, and Park.

Description of Role: The Senior Medicare Patrol (SMP) works to prevent healthcare fraud, errors, and abuse through education and advocacy. The volunteer in this position will empower seniors in Montana to be more equipped to prevent, detect, and report Medicare fraud, errors and abuse. Not only will this save Medicare money, but this will also serve to protect Medicare beneficiaries from identity theft and personal financial loss. Each month an SMP newsletter called the CareShare is created and will be delivered to the volunteer. The volunteer will present and distribute the information to a group or groups of his or her choosing (approved by volunteer supervisor) and complete necessary reporting. We are looking for volunteers in Broadwater, Jefferson, and Lewis and Clark counties.

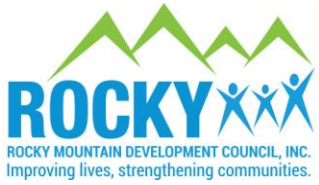
Key Responsibilities:

- Work closely with volunteer supervisor.
- Abide by Rocky Mountain Development Council, Inc. (Rocky) volunteer policies.
- Complete SMP Foundations Training in person, online or over the phone.
- Willingness to learn and understand the Medicare system (no prior knowledge necessary).
- Present and distribute SMP information to groups chosen by volunteer and approved by volunteer supervisor and pass questions on to SMP staff.
- Report time or other data as needed, to volunteer supervisor.
- Complete other duties as decided and agreed upon by volunteer supervisor and volunteer.

Qualifications:

Rev/March 2019

Volunteer Job Description | Page 1



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- At ease presenting to small groups.
- Able to speak loud enough for small group to hear without microphone.
- Able to pass Criminal and Sex Offender background check.

Time Commitment:

- After initial SMP Foundations Training, one to two hours a month will be needed to prepare for and present the SMP CareShare newsletter.
- Hours are flexible and depend on the availability of the group being presented to.
- We ask that volunteers commit to at least 6 months of service and assist in finding a replacement volunteer at end of service.

Physical Demands and Working Conditions:

Depending on small group, volunteer may need to stand to present CareShare information to enable everyone to hear. This is unlikely to exceed fifteen minutes per presentation.

Benefits:

Benefits include: the opportunity to obtain personal understanding and knowledge of the Medicare system as well as the chance to interact with members of the community and participate on a team that is working to preserve the Medicare system.

Reasonable Accommodations

Rocky is committed to providing reasonable accommodations to employees or non-paid staff applicants with disabilities, in accordance with federal and state law. A reasonable accommodation enables a qualified individual with a disability equal opportunity to provide the same level of performance, enjoy equal benefits, and receive equal privileges as a member who does not have a disability. Disclosure can happen from an informal conversation to a formal written request for an accommodation. It can also happen at any time during the term of service, from the interview, to months after you begin serving.

Signature of Volunteer

Date

Signature of Volunteer Coordinator

Date