



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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### Position Announcement- Resource Specialist

Rocky Mountain Development Council's Area IV Agency on Aging Program is seeking applicants for a Resource Specialist. This position is a full-time (40 hours per week) position, Monday through Friday. The starting salary is \$17.39 per hour. At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan (which equals an extra \$4.88/hour), 10 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment; a 401k option is available upon hire, based on age eligibility.

The Resource Specialist position encompasses various Area IV programs. The State Health Insurance Assistance Program (SHIP) is responsible for providing one on one counseling and assistance to Medicare and Medicaid beneficiaries, their families and caregivers with regard to eligibility, enrollment and benefits, Medicare Supplemental Insurance, appeals, ESRD disability and Long Term Care Insurance. Information and Assistance (I&A) is a service that helps individuals and families identify, understand and effectively use the programs that comprise the human service delivery system providers that senior citizens, adults with disabilities, their family members and caregivers can be referred to. It includes screening individuals for benefits available to them and connect individuals with community resources. The Resource Specialist will administer the Senior Medicare Patrol program (SMP) which empowers seniors to prevent healthcare fraud and also provides Options Counseling which supports individuals in making long term plans in a person-centered manner. Resource Specialists provide individualized access assistance, extensive follow-up, and individual advocacy, if needed and/or requested.

**Knowledge:** Must have a thorough understanding of Medicare and Medicaid benefits and eligibility requirements. Must know where or who to go to for answers to the most difficult problems. Must know how to navigate the appeals process for these programs. Must be well aware of local services and agencies to make appropriate referrals. Must have knowledge of older adults and people with disabilities and the aging process. Must have a knowledge and understanding of social work, sociology, psychology as well as assessment skills. Must have a basic knowledge of common mental illnesses and dementia.

**Minimum Qualifications:** The knowledge, skills, and abilities needed for this position, are typically acquired through the completion of a two-year degree or two years of professional experience with at least one year in aging, long-term care, and/or a related field. Other combinations of education and experience will be evaluated on an individual basis. Familiarity with existing social service systems serving older persons is a priority.

The position requires primarily in-office meetings between the Resource Specialist and clients. Some day travel is required for clients who are unable to get to the office. Out of office travel is about 10% of work time. Must have a reliable vehicle with adequate liability insurance, a current valid driver's license and acceptable driving record to meet insurability requirements for the organization's insurance carrier. Staff could be exposed to unpleasant or unsafe conditions in a clients' home. Rocky's Area IV embraces the spirit and letter of the Older Americans Act, the Americans with Disabilities Act, and other civil rights policies. We encourage applicants to request reasonable accommodations based on disability.

**Application Process:** Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601) This position is open until filled. EEO

[www.rmhc.net](http://www.rmhc.net)

Affordable Housing  
Home Buyer Education  
Rocky Mountain Preschool Center  
Head Start

LIEAP  
Weatherization  
Energy Share  
Spirit of Service  
Area IV Agency on Aging

Meals on Wheels  
Senior Centers and Nutrition  
Foster Grandparent Program  
Senior Companion Program  
RSVP