

Volunteer Medicare Data Super Star Job Description

Program Objective:

The Vintage SHIP Medicare Counseling Program serves Medicare beneficiaries helping them access the health coverage for them. Through education, counseling, problem solving, and advocacy, the program seeks to empower people to better understand how to get optimal health care coverage and assist them when Medicare-related problems arise.

Benefits:

This position helps us advocate for older adults in our communities. There are no material benefits associated with this opportunity, but there is great personal satisfaction. This role takes the information from our Medicare appointments and puts it in the State data base. Data is an extremely important role in helping our programs stay funded and to communicate the needs of the community. This data is the backbone of our program.

Time and Place

We empower our volunteers to make their own schedule that works best for them. Because of COVID-19, we encourage volunteers to work from home. Our busiest time of the year is the Medicare Annual Open Enrollment period which takes place between October 15 through December 7, hours may increase during this time.

Qualifications and Responsibilities

- Able to pass criminal background check.
- Remote position must have internet connection. Computer supplied if needed.
- Good written and verbal communication skills are required.
- Good time management skills, and good with deadlines.
- Enter private beneficiary data into STARS and Peer Place on a monthly basis.
- This job requires 3-8 hours of time a month depending on the month.
- Attention to detail and some experience with data entry, email, and excel is helpful.
- Always maintain beneficiaries' privacy and personal information.
- You will be working directly with the Vintage SHIP Coordinator

Training Provided

After passing a background check you will receive logins for our data bases. There will be a training with both our data basis, STARS and Peer Place. Simple beneficiary data comes on an excel sheet and must be entered into both these data bases. This information is private confidential.

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