



## **Atlanta Senior Medicare Patrol Volunteer Position Description**

### **Title: Atlanta Senior Medicare Patrol Specialist**

#### **Description**

The Atlanta Senior Medicare Patrol (ASMP), an Administration on Aging grant-funded program of the Atlanta Regional Commission/Area Agency on Aging (ARC/AAA), educates senior adults and family members about identifying and reporting Medicare and Medicaid errors and fraud. Retired professional senior adults volunteer and provide presentations to groups about avoiding scams, reading Medicare Summary Notices and taking appropriate action if fraud is suspected.

#### **Responsibilities**

Provide support to ASMP coordinator through:

- Updating training and presentation schedules
- Data entry to Microsoft Word and Excel
- Creating and updating simple reports
- Managing distribution of ASMP materials to volunteers and agencies
- General administrative tasks and other duties as interests and needs develop
- Providing intake as needed and counseling callers about Medicare fraud (as knowledge and comfort levels are evident)

#### **Qualifications:**

- Interest in working in program utilizing retiree volunteers
- Ability to manage varied projects with limited supervision
- Organizational and time management skills
- Proficiency in Microsoft Office, especially Word and Excel (PowerPoint a plus)
- Proficiency in basic office skills
- Commitment to maintaining confidentiality of clients and volunteers

#### **Training**

On the job training will be conducted by the Area Agency on Aging and ASMP staff.

#### **Time Commitment**

A minimum of eight hours a week is preferred, four is acceptable.  
Days and hours are flexible during regular business hours.

#### **Location**

Atlanta Regional Commission  
Area Agency on Aging  
40 Courtland St., NE  
Atlanta, GA 30303.

#### **Reports To**

Atlanta Senior Medicare Patrol Coordinator