



VOLUNTEER JOB DESCRIPTION
SHIP/SMP EDUCATION & OUTREACH AMBASSADOR
CARROLL COUNTY BUREAU OF AGING AND DISABILITIES
SHIP (SENIOR HEALTH INSURANCE ASSISTANCE PROGRAM)
AND SMP (SENIOR MEDICARE PATROL)

Purpose of Position: To provide information about Medicare and related programs, and Medicare fraud to members of the community.

Responsible to: Carroll County Bureau of Aging and Disabilities SHIP/SMP Coordinator

Responsibilities:

- ❖ Delivers community presentations to a variety of audiences including Medicare beneficiaries, caregivers, and providers on selected topics
- ❖ Provides information about the Medicare program to new beneficiaries, including education on Medicare fraud
- ❖ Utilizes Maryland SHIP/SMP materials to stay up to date on issues affecting Medicare beneficiaries
- ❖ Represents SHIP/SMP at local community events such as county fairs
- ❖ Distributes materials about SHIP/SMP to appropriate community partners including providers, churches and social service agencies
- ❖ Attends trainings as required
- ❖ Completes required forms/reports about presentations and other education related activities
- ❖ Keeps all client information confidential
- ❖ Other education & outreach duties as needed

Desired Qualifications:

- ❖ Ability to get along with others
- ❖ Active involvement with community groups, associations, and events
- ❖ Marketing, advertising/sales, educator, public relations background
- ❖ Internet and email access
- ❖ Reliable transportation
- ❖ Good written and oral communication skills

Time Commitment:

- ❖ At least one year with an agreed upon number of volunteer hours per month