



Vermont Volunteer CREW

Job Description:

Intake

Position Description:

Assist SHIP counselors by contacting Medicare beneficiaries to compile a list of their health coverage needs

Preferred Ongoing Commitment:

6 - 12 hours per month

Responsibilities:

- Compile necessary information for beneficiaries requesting SHIP assistance
- Provide basic information about the Medicare program
- Assist counselors with client follow-up
- Stay up-to-date on issues affecting Medicare beneficiaries
- Complete required reports about education and counseling activities
- Other client support duties as needed

Desired Qualifications:

- Ability to get along with others
- Sensitive and caring attitude
- Comfortable working under tight timelines
- Good oral/written communication skills
- Confident with general computing and the Internet
- Access to the Internet and email

*Thank you for your precious donation of time and energy to assist
Medicare beneficiaries in our community.*