



MMAP, Inc.
Michigan Medicare/Medicaid Assistance Program

Navigating
Medicare

Team Member Job Descriptions: Administrative Assistant

Position Description:

To provide administrative and program management support including data entry and other clerical duties.

Supervisor: MMAP Coordinator

Time Commitment:

- A minimum of one year, and an average of 12 hours per month
- Orientation

Responsibilities:

- Collect and report data on MMAP activities via a variety of methods including web-based tools
- Assist with preparation for MMAP Counselor trainings
- Provide administrative support for other MMAP activities, community outreach, and educational events
- Attend required MMAP meetings
- Comply with MMAP policies and guidelines, including those for confidentiality and documentation of counseling services

Desired Qualifications:

- Working knowledge of office equipment and procedures
- Good written and oral communication skills
- Good organizational skills
- Proficient with the computer and the internet
- Internet and email access

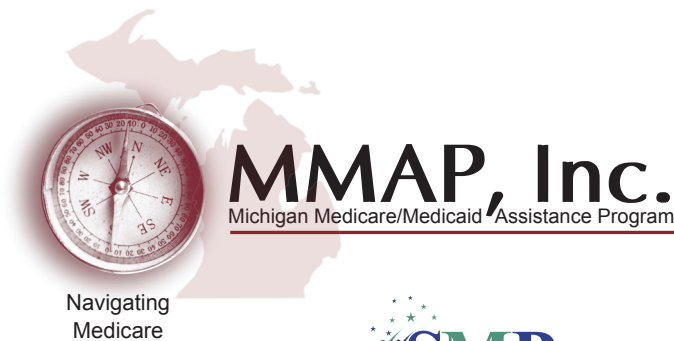
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Support to be Provided:

- Orientation to MMAP and program site and staff
- Personalized training on use of office equipment and reporting systems
- Training in use of web-based documentation/reporting program(s) used by MMAP
- Use of office computer

MMAP Mission

To educate, counsel, and empower Michigan's older adults and individuals with disabilities, and those who serve them, so that they can make informed health benefit decisions.



LOCAL HELP FOR PEOPLE WITH MEDICARE