

AgeGuide Northeastern Illinois is accepting applications through December 4, 2020 for the position of:

BENEFITS ACCESS SPECIALIST

AgeGuide is well respected and well-established non-profit organization serving older adults and their families living in the collar counties of DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will is seeking a Benefit Access Specialist. This position is responsible for providing benefits access to older adults and their caregivers. The Specialist will work directly in the following programs: Information and Assistance, Senior Medicare Patrol, Senior Health Insurance Program and related programs and the Senior Employment Program. The Specialist attends community meetings pertaining to older adult services and serves as an educator and advocate on issues related to Medicare, Medicare fraud, Medicaid, health insurance, senior employment and Older Americans Act services. **Primary responsibilities include:**

- Coordinate with AgeGuide staff to ensure comprehensive **Information and Assistance Direct Service** delivery.
- Complete Benefit Access applications and quarterly reports.
- Oversee **Senior Medicare Patrol** program which includes scheduling volunteers, conducting presentations, executing SMP work plans and completing monthly activity report.
- Administer all aspects of the **Senior Employment Program**, including meeting program targets, answering inquiries, outreach, and conducting presentations in alignment with the yearly plan.
- Assist clients with Medicare selection and other benefits, as the leading **Senior Health Insurance Program Specialist** for AgeGuide which includes program monitoring, community presentations, attending SHIP/SHAP/MIPPA trainings as well as completing monthly reporting.
- Serve as a **County Liaison** to increase awareness of the Older Americans Act programs, assisting in the design and development of initiatives while working with community stakeholders to identify gaps in services.

The ideal candidate will have a Bachelor's degree with at least three years of experience in social services programming, gerontology or other related field or substantial commensurate experience in similar roles in this field. SHIP Certification is preferred but not required. Must have excellent oral and written communication skills, with the ability to communicate information in a clear and concise manner. Looking for strong interpersonal skills, including the demonstrated ability to work effectively with community organizations, colleagues, business partners, and community stakeholders. Experience in public speaking and training and the ability to manage multiple priorities will be helpful.

Proficiency in Microsoft Office programs, including OneDrive, Outlook, Word, Excel, Power Point, Forms and Teams. In addition, knowledge of a variety of online web meeting software including GoTo Meeting and Zoom is required. Must have the ability to travel throughout the eight-county planning and service area, Cook County, Chicago, and occasionally national and statewide for meetings and /or trainings.

This is a full-time salaried position with excellent Health, Dental, 401K, Life & Pension benefits. Salary is commensurate with experience. AgeGuide is an equal opportunity employer. Older persons and minorities are encouraged to apply. The ideal candidate will start in January.

For immediate consideration, applicants must apply with a cover letter and resume to Jeri Colucy, Director of Human Resources at jcolucy@ageguide.org. The requested information must be submitted electronically by Friday, December 4, 2020.