

## **Area Agency on Aging (3C) Outreach Specialist Vacancy Announcement**

The Area Agency on Aging (AAA) Outreach Specialist performs a variety of outreach, education, and advocacy activities related to the agency's programs and those we serve in the community. Provides comprehensive information & assistance/referral to those who contact us, including pre-screening activities for various long term care programs. The Outreach Specialist also serves as the Medicare/Medicaid Assistance Program (MMAP) Regional Coordinator, a role which provides overall leadership and support to all MMAP subcontractors, counsels individuals on health insurance/related topics, and works to implement MMAP goals for the region.

This position requires superior oral and written communication skills as well as strong program coordination, relationship building, and public speaking skills. The Outreach Specialist shall represent the Area Agency on Aging in a professional, positive manner.

### **Employment Qualifications:**

Education: Possession of a high school diploma or the equivalent. An Associate's degree in a related health or human service is course of study preferred.

### **Experience & Required Skills:**

- Two to more years of progressively responsible administrative/clerical duties.
- Professional experience in long term care and/or human service field.
- Direct experience in development and/or provision of training is preferred.
- Knowledge of Medicare and Medicaid and/or other health insurance is preferred.
- Excellent oral and written communication skills necessary to effectively communicate with co-workers, community partners, and individuals/service participants is necessary.
- Computer skills necessary to effectively utilize word processing, spreadsheet, presentation and client tracking-type software systems.
- Strong sense of service and passion for the agency's mission
- Strong organizational, administrative and person-centered approach

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel is required.

### **Salary and Fringe Benefits:**

This is a part-time position; 22.5 hours per week (ideally Monday, Tuesday, Thursday from 9am until 2pm and Fridays 8am – 4pm). The position starts at \$14.76 per hour.

### **Application Process:**

Qualified applicants should submit their resume with a cover letter by December 28, 2020 to the attention of:

Laura A. Sutter  
Director  
Branch-St. Joseph Area Agency on Aging (IIIC)  
570 N. Marshall Rd.  
Coldwater, MI 49036  
Email: [sutterl@bhsj.org](mailto:sutterl@bhsj.org)  
Fax: (517) 278-2494

*Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.*