Greater Wisconsin Agency on Aging Resources

Position Description

# Title of Position: State Health Insurance Assistance Program (SHIP) Outreach Specialist for Waukesha County

**Reports to: Older Americans Act Programs and Special Projects Manager**

**Position Summary:**

The SHIP Outreach Specialist will promote Medicare-related programs to professionals and older adults in Waukesha County.

**Job Duties:**

* Provide outreach and create and develop marketing materials to promote SHIP to older adults and professionals who work with them.
* Provide outreach and create and develop educational materials to promote and educate older adults and professionals on Medicare-related programs including Medicare Part D, Low-Income Subsidy Plans, and Medicare Savings Programs.
* Develop relationships with low-income and underserved populations in order to promote Medicare-related programs to that community.

**Required Qualifications**

* Possess a bachelor’s degree in social work, administration, adult education, or related field from an accredited college or university.
* Must have a valid driver license, access to an automobile, and be available to travel within the state.

**Desired Qualifications**

* Ability to handle self-direct planning and execution of outreach, open to training and direction, effective organizational skills.
* Solid written, one-to-one, and small group communication abilities, including ability to collaborate with others as needed.
* Possess a thorough understanding the State Health Insurance Assistance Program.

**Work Environment**

The duties include: close vision and ability to adjust focus; working in moderate noise levels and with frequent distractions; regularly sitting, standing, using hands, reaching, and lifting or moving up to 10 pounds; occasionally transferring boxes or equipment weighing 30-50 pounds; and frequently traveling mostly by car, including distances of 200+ miles one-way.

This is a part-time (10-15 hours per week), grant-funded position working during standard business hours Monday through Friday with some nights and/or weekend hours possibly required.