



Job Opportunity: Outreach Specialist, Senior Medicare Patrol of New Jersey (SMP NJ)

Jewish Family Services of Middlesex County is seeking a full-time, bilingual Outreach Specialist for its Senior Medicare Patrol NJ program. The dynamic, energetic individual will travel throughout NJ giving presentations to educate seniors on Medicare fraud, waste, and abuse.

Key Responsibilities

1. Plan, coordinate, schedule and implement educational presentations about Medicare and fraud as set forth by the U.S. Administration for Community Living for the New Jersey SMP program. Develop collaborative working relationships with the aging services network professionals, law enforcement and others. Frequent travel to sites for presentations is required.
2. Develop a marketing plan to reach senior adults on a statewide basis, especially those whose first language may be Spanish.
3. Develop and conduct outreach activities, including group outreach sessions, community education events, and individual counseling sessions.
4. Gather and maintain resource materials of senior issues, especially Medicare fraud, waste and abuse.
5. Input data on outreach and volunteer activities into the SMP Information and Reporting System (SIRS) database.
6. Assist Project Director with federal reporting requirements including semi-annual reports.
7. Act as liaison to the National Consumer Protection Technical Resource Center, a resource center for the SMP program.
8. Attend the annual SMP/SHIP conference which requires travel and overnight accommodations for 5 days.
9. Maintain records, prepare reports, and perform other administrative work necessary to document work as required by the agency and funding sources.
10. Perform all other functions necessary to fulfill the purpose of the position and as directed by the SMP Project Director.

Qualifications

1. Fluent in English and Spanish (other languages an asset).
2. Bachelor's Degree from an accredited college or university; experience working with senior adults preferred.
3. Willingness to take appropriate training programs and work a varying schedule as needed.
4. Excellent written and oral communication skills.
5. Ability to establish and maintain collegial relationships with co-workers and colleagues.
6. Comfortable with computer databases and other appropriate programs.
7. Commitment to senior adults.
8. Ability to drive and willingness to use personal vehicle.

JFS does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, age, or any other category covered by law in its employment matters.

To be considered, send cover letter, resume and salary requirements to: office@jfsmiddlesex.org. Write "SMP Outreach Specialist" in subject heading.