



## Georgia Cares, Atlanta Volunteer Position Description

### Title: Medicare Prescription Drug Benefit Education Volunteer

#### Description

Assist *GeorgiaCares* at the Atlanta Regional Commission, Area Agency on Aging by making public presentations and answering specific questions for *GeorgiaCares* to Medicare beneficiaries, their representatives and concerned groups regarding Medicare prescription drug coverage enrollment (Part D) and the Low Income Subsidy (LIS) application.

#### Responsibilities

- Make presentations to Medicare beneficiaries and other interested parties regarding *GeorgiaCares* topics
- Travel to specified senior centers, congregate residences or organization locations to make presentations
- Handle general administrative tasks connected to presentations and reporting volunteer hours
- Distribute appropriate information and brochures at presentations
- Maintain strict confidentiality standards

#### Qualifications

- Good public speaking and communication skills required
- Comfort level and proficiency in communicating with senior adults
- Ability to relate well to diverse populations
- Ability to work with limited supervision
- Must sign confidentiality agreement

#### Training

Attendance at one or more training sessions is required. Additional meetings may also be held to update volunteers on new information.

#### Time Commitment

A minimum of one to two presentations (4 hours) a month is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer. Occasional weekend opportunities.

#### Location

Sites (senior centers, retirement homes and communities, organizations, etc.) throughout the 10 county Atlanta Region.

#### Reports To

Volunteer Coordinator. Also works with *GeorgiaCares* Program Specialists.