



## Georgia Cares, Atlanta Volunteer Position Description

### Title: Prescription Savings Program and Medicare Part D Enrollment Volunteer

#### Description

Assist *GeorgiaCares* at the Atlanta Regional Commission, Area Agency on Aging by providing information to Medicare beneficiaries and their representatives and helping them to enroll in Medicare-approved drug discount cards, transitional assistance, any other applicable prescription savings programs or Medicare Part D.

#### Responsibilities

- Face to face and/or telephone communication with senior adults to collect information and complete enrollment in appropriate prescription savings programs or Medicare Part D
- Travel to specified senior center, congregate residence or other location including ARC
- Data entry
- General office tasks connected to enrollment
- Maintain strict confidentiality standards

#### Qualifications

- Strong computer literacy; ability to navigate internet websites
- Comfort level and proficiency in communicating with senior adults
- Typing and data entry ability
- Ability to work with limited supervision
- Basic office skills; ability to use copy and fax machines
- Must sign confidentiality agreement

#### Training

Attend one or two 4- to 5-hour training session at Atlanta Regional Commission and additional training or update sessions as requested.

#### Time Commitment

A minimum of four hours a week is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer.

#### Location

Atlanta Regional Commission, 40 Courtland St., NE, Atlanta, 30303 and/or sites (senior centers, retirement homes and communities, etc.) throughout the 10 county Atlanta Region. Parking reimbursement available if volunteer at ARC.

#### Reports To

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