

April 28, 2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Temporary Summer Position--Outreach Coordinator (Bilingual in Cantonese and Mandarin)

Employer/ Agency: Harris County Area Agency on Aging

Job Description: Coordinate outreach and enrollment activities targeting Medicare beneficiaries under the Medicare Improvements for Patients and Providers Act Grant. Provide information, referral and counseling assistance to Medicare beneficiaries as well as their caregivers on the Medicare Low Income Subsidy (LIS), Medicare Savings Programs (MSP) and Medicare Part D prescription drug program via telephone, electronic media, and face-to-face.

Conduct joint outreach and awareness sessions with local Social Security Administration staff. Conduct enrollment sessions to assist eligible beneficiaries enroll in LIS and/or MSP programs. Use online tools developed by CMS/Benefits Check up and TX Health & Human Services Commission (HHSC) to enroll eligible individuals in the low income subsidy and Medicare Savings programs to support their participation in the Medicare Part D prescription drug program.

Participate in activities with CMS, DADS and other Health Information Counseling and Advocacy Program partners to support their participation in the Medicare Part D prescription drug program. Maintain reports/spreadsheet of outreach and enrollment contacts.

Create/maintain client records and correspondence pertaining to the grant. Participate in community groups/committees to educate the community and increase the visibility of the agency.

Conduct in-home enrollment and awareness sessions as needed; Utilize required State Health Insurance Program SHIPtalk and National Performance Report database to document individual client contact and public and media activity data.

Assist with other activities coordinated and provided by the Area Agency on Aging, as directed by Supervisor, Administration Manager or Division Manager.

Qualifications: Bilingual in Cantonese and Mandarin

Salary/Hours: Full time summer position

Employer/ Agency: Harris County Area Agency on Aging

Address: 8000 N. Stadium dr. 3rd floor

City/State: Houston, TX 77054

Contact Person: Jolly Mathew

Email: Jolly.Mathew@houstontx.gov

Phone: 832-393-4408

Application Method: Contact Jolly Mathew by phone and email resume.

Opening Date: Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you