

Job Title	Program Director
Employer/ Agency	Better Business Bureau Education Foundation
Job Description	<p>To implement the Texas SMP Program objectives throughout the State of Texas and educate Medicare beneficiaries about Medicare fraud, waste and abuse.</p> <ul style="list-style-type: none"> • Provide one-on-one counseling to consumers, primarily older adults, who are dealing with issues of financial exploitation and/or fraud. • Counsel Medicare beneficiaries on issues related to Medicare, Medicare Part D, and Medicare fraud. • Make informative presentations to raise awareness of the Texas SMP Program and the latest schemes and scams. • Coordinate and collaborate with other agencies and law enforcement officials on providing reports on healthcare fraud throughout the state. • Assist in the development and submission of grants to corporations, foundations and government agencies to support the grant. • Assist in the production of an annual special event to support the grant. • Plan and implement a public relations media campaign for the Texas SMP Program. • Develop articles, newsletters, brochures, tip sheets, and flyers to enhance the SMP program. • Periodic travel to contracting agencies to provide assistance to staff.
Qualifications	Minimum 5 years of experience specifically working with older adults, social service agencies and professionals in Texas.
Salary/Hours	<p>Salary – TBD</p> <p>Hours – full-time -8 hours a day – time is flexible</p>
Employer/Agency	Better Business Bureau Education Foundation
Address	1333 West Loop South, Suite 1200
City, State, Zip	Houston, TX 77027
Contact Person	Candice Twyman

Contact Title	Executive Director
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Application Method	Email only
Opening Date	3/1/2016

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