

<b>Job Title</b>	Volunteer Coordinator- Houston
<b>Employer/ Agency</b>	Texas Senior Medicare Patrol (TXSMP)
<b>Job Description</b>	<ul style="list-style-type: none"> <li>•Research trends and issues related to program management and implement new ideas for program enhancement.</li> <li>•Monitor the TXSMP policies and procedures of Volunteer Risk and Program management.</li> <li>•Recruit, orient, train, and manage volunteers to provide education to Medicare Beneficiaries throughout the state of Texas.</li> <li>•Conduct yearly evaluations with volunteers and partners.</li> <li>•Coordinate and collaborate with other agencies on recruiting and training volunteers.</li> <li>•Coordinate monthly trainings for partnering agencies and volunteers.</li> <li>•Develop volunteer opportunities and place volunteers in appropriate jobs.</li> <li>•Collaborate with TXSMP Outreach Specialist on volunteer placement at events throughout Texas.</li> <li>•Maintain personnel files on all volunteers.</li> <li>•Track volunteer data, including number of volunteers, presentations, and volunteer hours.</li> <li>•Assist in the completion of reports (data entry into SIRS database).</li> <li>•Provide one-on-one counseling to consumers, primarily older adults, regarding issues of healthcare fraud.</li> <li>•Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance TXSMP's Mission.</li> <li>•Periodic travel to contracting agencies to provide assistance to staff at outreach events.</li> <li>•Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>•Ability to speak before groups.</li> <li>•Experience in coordinating volunteers</li> <li>•Strong verbal and written skills</li> <li>•Knowledge of healthcare fraud</li> <li>•Ability to work independently</li> <li>•Proficient in Microsoft applications</li> </ul>
<b>Salary/Hours</b>	This position is dependent upon funding received from the Administration on Community Living (ACL).
<b>Contact Person</b>	Diane Nguyen
<b>Email Address</b>	<a href="mailto:dnguyen@bbbhou.org">dnguyen@bbbhou.org</a>
<b>Application Method</b>	Email <a href="mailto:dnguyen@bbbhou.org">dnguyen@bbbhou.org</a>
<b>Opening Date</b>	Immediately

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