

**JOB TITLE:** State Health Insurance Program/Senior Medicare Patrol (SHIP/SMP) Coordinator

**DEPARTMENT:** Area Agency on Aging/Health and Human Services (AAA/HHS)

**JOB SUMMARY:** Under the direct supervision of the Area Agency on Aging (AAA) Director, this position will be responsible for counseling to educate beneficiaries on their Medicare and Medicaid benefits and coordinate the SHIP and SMP program for the consumers of the four-county region.

**JOB DUTIES:** The following list is not exhaustive. Tasks will be varied and may be changed at the discretion of the Executive Director and AAA Director. They include but are not limited to the following:

- Provide one-on-one counseling on Medicare Part A, B, C, and D.
- Assist eligible participants in enrolling in eligible Medicare Part D plans and Medicare Savings Programs and other benefit savings programs.
- Promote access to services and receipt of benefits.
- Conduct, coordinate and initiate SHIP and SMP outreach events/presentations as required by the grant.
- Recruit stakeholders to maintain a viable volunteer base.
- Real time, same day, or next day date entry for service screening/intake/assessment. contact information, disseminations, etc.
- Provide screening and referrals for LIS, Insurance Counseling, MSP, and SMP.
- Maintain accurate and timely records in accordance with policies of the state office and the regional program.
- Prepare statistical and/or narrative reports in accordance with policies of the state office.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

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- Dfc`Z`M`b`W`h`b`A`M`c`g`Z`i`C`Z`W`g`Z`k`U`f`Y`d`f`c`[`f`U`a`g`"
- G`f`c`b`[`c`f`U`U`b`X`k`f`[`h`m`b`g`\_]`g`b`Y`g`g`U`m`r`c`Y`Z`Z`M`j`Y`m`W`a`a`i`b`]`W`Y`U`b`X`a`U`W`h`Y`b`Y`X`g`c`Z`W`b`g`a`Y`g`k`[`h`h`Y`U`d`d`f`c`d`f`[`U`Y`g`f`j`]`W`g`"
- 5V`j`h`m`r`c`Z`Y`j`b`l`e`U`b`X`f`g`d`c`b`X`e`i`W`m`U`b`X`Y`Z`Z`M`j`Y`m`r`c`W`U`b`[`b`[`k`c`f`\_`U`g`g`[`b`a`Y`o`g`"
- A`i`g`i`d`c`g`Y`g`g`[`c`c`X`]`b`h`f`j`]`k`[`b`[`g`.]`g`"

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with a minimum of two years of experience in a related field that may include social work, public health, nursing or a related field; or equivalent combination of training and experience with demonstrated competence to fulfill duties assigned to this position. Must become SHIP and AIRS certified within one year of hire.



**INVITES APPLICATIONS FOR THE POSITION OF:  
SHIP/SMP COORDINATOR**

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**OPENING DATE: October 28, 2024**

**CLOSING DATE: November 15, 2024**

**JOB TITLE: SHIP/SMP Coordinator**

**JOB LOCATION: Sumter, South Carolina**

**JOB TYPE: Full-Time with benefits**

**SALARY RANGE: \$34,000 - \$36,000**

\*Commensurate with qualifications & experience

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

- **ONLY COMPLETE** applications will be accepted and processed for consideration.
- Complete employment application online.
- Complete answers to all supplemental questions
- Cover letter
- Resume as follows:
  - CLEARLY AND IN DETAIL describe your experience as it relates to the required experience
  - CLEARLY AND IN DETAIL demonstrate your ability to perform the required Knowledge, Skills and Abilities (KSAs)
  - CLEARLY AND IN DETAIL demonstrate your progressive experience in leading and managing people to accomplish excellent results

**JOB SUMMARY:** For job description and requirements: [Employment Opportunities | Santee-Lynches Regional Council of Governments](#)

**OVERVIEW:**

SLCOG is seeking a highly motivated individual who is very detail-oriented, loves a challenge, and relentlessly pursues process improvement and excellence. Additionally, you must have a heart to improve the lives of others and have a great deal of patience with people, particularly our senior citizens. You must also possess a high level of patience in dealing with and processing a significant amount of paperwork.

Our organizational culture is people-oriented and very inclusive, so you must be someone who values others and enjoys collaboration. While you will have individual tasks, we believe in the “team” approach. This means you must be willing to roll up your sleeves on any given day to do whatever is necessary to advance organizational and departmental goals. This includes everything from running your program to sweeping the floor. You also must be entrepreneurial as you will be expected to find, create, or develop opportunities that add value to our local governments, local businesses, and negotiate revenue generating contracts that are win-win. You will be expected to “hunt”.

**Work to Make a Difference:** This position is not for someone who wants to coast. You will be expected to hit the ground running and figure things out very quickly. Additionally, in government work, don't expect to get rich, but be prepared to do meaningful work in a great, fun work environment!

If you are someone who places high value on service to others, and has an insatiable desire for continuous improvement, then we'd love to hear from you!

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

- Associate degree in Human Services/Social Services/ Social Work or a field relevant to advertised duty requirements
- At least three (2) years in progressive roles of handling administrative tasks successfully
- Must become SHIP and AIRS Certified within one year of hire.
- Must possess a valid state-issued driver's license

NOTE: The Executive Director reserves the right to select a combination of the above criteria which establishes a level of competency in the individual to satisfactorily fill the position.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Human Services/Social Services/ Social Work or a field relevant to advertised duty requirements
- Knowledge of gerontology and aging programs, including the Older Americans Act
- Volunteering and recruitment experience
- Must possess good interviewing skills.

Santee-Lynches Regional Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SLRCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SUPPLEMENTAL QUESTIONS**

Provide detailed responses to the questions on a Word document and attach to your application package.

1. What relevant strengths would you bring to our organization? How would you use them to make us better?
2. Provide a detailed example of how you streamlined an administrative process and improved it?
3. Describe how you resolve conflict with peers.
4. Are you a continual learner? If so, provide examples of how you have continued to develop yourself.

**SUBMIT COMPLETED APPLICATION PACKET AND SUPPLEMENTAL QUESTIONS  
VIA EMAIL TO:**

[jstowe@slcog.org](mailto:jstowe@slcog.org)

**Santee-Lynches Regional Council of Governments  
AAA Director, Attn: Janae Stowe**