



DETROIT AREA AGENCY ON AGING

POSITIONS AVAILABLE

TITLE:	SMP Specialist
REQUIREMENTS:	<p>Full time position available for individual with strong knowledge of Medicare and Medicaid; Must successfully complete the initial training for New MMAP Counselors and or must be a Certified MMAP Counselor or Certified Outreach Assistant. Bachelor's degree with experience in gerontology preferred.</p> <p>Two years of experience in working with senior population. A high degree of verbal communication skills, and ability to give public presentations. Ability to communicate in a professional manner with mature population of diverse background required. Knowledge of customer service principles and practices. Computer proficient in Microsoft Office. Reliable transportation and clean driving record necessary.</p> <p>Will educate and empower people on Medicare to take an active role in the detection and prevention of health care fraud, errors, and abuse.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap.</i></p>
SUBMIT:	A resume and cover letter
CONTACT:	Human Resources Manager
ADDRESS:	1333 Brewery Pk Blvd, Suite 200 Detroit, MI 48207
CLOSING DATE:	October 31, 2011

