

December 2011

****Please post, circulate, pass on to interested persons and qualified candidates****

- POSITION ANNOUNCEMENT -

MEDICARE PART D ADVOCACY SPECIALIST

(80% Medicare Part D position. 100% position includes additional training coordination as described below)

Disability Rights Wisconsin (DRW) is the designated, federally-funded protection and advocacy agency for persons with disabilities in Wisconsin. An award-winning agency with over 30 years of experience, DRW utilizes a variety of individual and systems advocacy approaches to protect people's rights, including legal and administrative remedies, legislative and policy change, and training.

Disability Rights Wisconsin runs a telephone helpline to assist people with disabilities with Medicare Part D. The Medicare Part D helpline is funded through a State Health Insurance Program grant administered by Wisconsin's Department of Health Services. The Medicare Part D Advocacy Specialist will ensure appropriate staffing of the helpline through paid and volunteer staff as well as provide training and outreach activities related to helpline activities. The Medicare Part D work is an 80% time position. Persons seeking 100% time work will also coordinate Disability Benefit Specialist training

This position is located in DRW's Madison office. The position is supervised by the Medicare Part D Program Attorney.

RESPONSIBILITIES:

All applicants will be responsible for the following responsibilities

1. Ensure appropriate staffing of DRW's "Disability Drug Benefit Helpline" through the use of paid and volunteer staff.
2. Provide Medicare Part D counseling to people with disabilities or mental illness or their representatives on all issues related to the Medicare Part D benefit, including eligibility, enrollment, cost sharing, recipient rights, appeals, subsidy eligibility, plan comparison and plan choice.
3. On occasion, provide in-person counseling to a person who cannot, by virtue of disability, use the telephone or some other form of electronic communication.
4. Develop outreach and training materials for use by Medicare Part D beneficiaries and professionals who work with Medicare Part D beneficiaries, including brochures, booklets, etc.

5. Engage in outreach to people with disabilities on Medicare- either directly or to groups that represent or have frequent contact with people with disabilities or mental illness. This could include presentations, enrollment events, television appearances, radio appearances, participation in health fairs, drop-in newsletter articles, informational articles, press releases, and more. It is anticipated that this will involve between 25-40 outreach activities per year, depending on the type of activities pursued.
6. Recruit, train, and coordinate volunteer counselors to assist with helpline calls, particularly during the Medicare Part D annual enrollment period and shortly thereafter.
7. Assist the Medicare Part D attorney with trainings for professionals on Medicare Part D.
8. Work cooperatively with other agencies that are responsible for Medicare Part D advocacy. Participate in task force meetings, committee meetings, and web forums and trainings related to Medicare Part D.
9. Maintain and oversee compliance with documentation of client contacts in conformance with data collection system used by the Medicare Part D Prescription Drug Counseling Project.
10. Work cooperatively with other DRW staff members and participate as directed by supervisor in Benefits Team activities.
11. Maintain expertise in the area of Medicare Part D.
12. Other duties as may be necessary to achieve the objectives of the grant.
13. Some statewide travel required.

Responsibilities for the additional 20% time position coordinating Disability Benefit Specialist training would include the following functions:

1. Assist with training planning.
2. Secure training locations.
3. Develop training materials.
4. Other training related administrative tasks as needed.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in an area related to the provision of advocacy services to people with disabilities. Equivalent experience of at least four years in paid or unpaid work in providing advocacy to vulnerable people may be considered in lieu of a formal degree;
2. Direct paid or unpaid experience with people with disabilities;
3. Good oral and written communication skills;

4. Demonstrated ability and desire to engage in public speaking;
5. Ability to communicate complex concepts in a manner (both written and oral) readily understood by lay people.
6. Basic computer skills including email, word processing, and use of the internet.
7. Ability to travel statewide.

PREFERRED QUALIFICATIONS:

8. Experience with public benefits programs such as Medicare and/or Medicaid;
9. Experience in counseling and communicating with people with disabilities or mental illness or other vulnerable client populations;
10. Experience in provision of training to individuals with disabilities and/or professionals who work with people with disabilities;
11. Skill in organizing and presenting training programs and material;
12. Experience in recruiting and/or training volunteers.
13. Experience developing training and/or outreach materials.
14. Experience/direct contact with people from culturally diverse backgrounds.
15. Demonstrated ability to work both independently and as part of a team and manage a high volume of tasks.

SALARY: \$27,000-\$45,000 depending on experience and education. Excellent fringe benefits.

TO APPLY: e-mail, FAX, or mail the following:

- (1) Resume
- (2) Cover letter not to exceed two pages that describes your education and experience as it relates to the qualifications and responsibilities listed in the position announcement.
- (3) Affirmative Action Form (optional)- available on subsequent pages or by contacting Disability Rights Wisconsin at info@drwi.org or phone 608-267-0214

PLEASE NOTE: Submit **one application only**, whether you are applying for an 80% time position or a 100% time position.

DEADLINE: January 13, 2011, 4:30 p.m. No exceptions.

Provide materials to: Kristine Beck, Disability Rights Wisconsin, 131 W. Wilson St., Suite 700, Madison, WI, 53703 or via E-mail: info@drwi.org or FAX 608-267-0368.

DRW is an equal opportunity/affirmative action employer committed to having a diverse work force. Members of minority groups and persons with disabilities are strongly encouraged to apply.

Alternate formats of this Position Announcement are available upon request.

Materials may be submitted in alternate formats if necessary.

disabilityrights | WISCONSIN

Disability Rights Wisconsin (DRW) is an equal opportunity/affirmative action employer and has adopted an Affirmative Action policy to ensure equal employment opportunities. DRW is committed to seeking qualified candidates of various races, cultural and ethnic heritages, genders, abilities, sexual orientations, ages, and religious traditions for staff and volunteer positions within our agency.

In an attempt to evaluate the effectiveness of our recruitment efforts, we ask that you provide the following information. This data will be kept confidential and will be used solely in connection with our Affirmative Action efforts. **Completion of this information is optional. However, we would appreciate your answers to the following:**

Position for which you are applying: _____

Last Name: _____ **First Name:** _____

Address: _____

Birth date: _____ **Sex: Female:** _____ **Male:** _____

Please check all of the following which apply to you:

_____ **American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal association or community recognition.

_____ **Asian** -All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent. This area includes, for example, China, Japan, and Korea. Also persons from the Indian subcontinent, including persons with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim, and Sri Lanka.

_____ **Native Hawaiian or other Pacific Islander** - All persons having origins in any of the original peoples of the Pacific Islands. This includes persons from the Philippine Islands and Samoa.

_____ **African American/Black** - (Not of Hispanic Origin) All persons having origins in any of the black racial groups.

_____ **Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.(over)

_____ **White** - (Not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ **Two or more races** – All persons having origins in more than one racial or cultural group. Please specify racial groups:

_____ **Person with a disability** - An individual who has a physical or mental impairment that substantially limits a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself; has a record of such an impairment; or is regarded as having such an impairment.

Do you speak and/or read/write a language(s) other than English: No____ **Yes**____

Language: Speak: _____ Fair____ Average____ Proficient____
Read/Write: Fair____ Average____ Proficient____

Language: Speak: _____ Fair____ Average____ Proficient____
Read/Write: Fair____ Average____ Proficient____

Do you know sign language? No _____ **Yes** _____

Level of proficiency: Fair _____ Average _____ Proficient _____

How did you learn about this position?

_____ Newspaper (State name: _____)

_____ Journal/Magazine (State name: _____)

_____ Posted/Circulated job announcement

_____ On line job sites (State names: _____)

_____ University/College Placement Office (State name: _____)

_____ Community-based organization (e.g. Urban League, United Migrant Opportunity Services, etc. (please specify: _____)

_____ Church

_____ Other (please specify _____)

PLEASE SEND THIS FORM TO: Disability Rights Wisconsin, 131 West Wilson Street, Suite 700, Madison, WI 53703, email to info@drwi.org, or FAX at 608-267-0368. THANK YOU.