



JOB ANNOUNCEMENT

Volunteer Coordinator

Sacramento County Office

HICAP (Health Insurance Counseling & Advocacy Program) Medicare Counseling

- POSITION:** Volunteer Coordinator (full-time)
- Location:** Sacramento, CA
- Application Deadline:** Open Until Filled
- Start Date:** Immediate
- TO APPLY:** Send cover letter, résumé and three references with telephone numbers to:
hicap@lsnc.net

*Use subject line: **Volunteer Coordinator Position***

PROGRAM DESCRIPTION:

The Health Insurance Counseling & Advocacy Program (HICAP) provides Medicare beneficiaries and interested persons high quality health insurance counseling, advocacy, and community education services in El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Sutter, Yolo & Yuba counties. The program's core counseling services are provided by volunteer counselors registered with the California Department of Aging (CDA). HICAP is a special program of Legal Services of Northern California.

RESPONSIBILITIES:

Under supervision of the managing attorney, will participate in all aspects of volunteer coordination, recruitment and registration of new volunteers; maintaining communication and support for existing volunteers; maintaining volunteer files and records; organizing volunteer training, recognition, and

Health Insurance Counseling and Advocacy Program (HICAP):

Main Office: 505 12th Street Sacramento, CA 95814

P: 916.376.8915 F: 916.376.8795 Toll Free: 800.434.0222

Serving El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Sutter, Yolo & Yuba Counties



LEGAL HELP FOR PEOPLE WITH MEDICARE

www.hicapservices.net

A Legal Services Corporation Program



appreciation events; providing counseling services and general information on HICAP to the public as necessary.

QUALIFICATIONS:

- Experience: Two or more years of experience in working directly with volunteers, seniors, and/or community groups strongly preferred.
- Knowledge: Current trends and best practices in volunteer recruitment, recognition and retention; local community resources; operation of office equipment.
- Skills: Excellent oral and written English communication skills to relate to client community being served; computer, internet, and clerical skills; strong interpersonal skills and ability to connect with volunteers; organizational ability.
- Bilingual in English and another language commonly spoken by client communities in HICAP counties strongly preferred, but not required.
- Ability to travel and engage in volunteer recruitment and support activities throughout the 9-county service area.
- Must be or willing and qualified to become registered with the California Department of Aging as a HICAP Counselor, at first opportunity.

SALARY RANGE: \$2,314 - \$3,203 monthly depending on experience

BENEFITS: LSNC offers a generous benefits package including medical, dental and vision insurance.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.