CAREER OPPORTUNITY

Title: Guardianship and Chums Team Leader, Life Essentials

Hours: Full time (37.5 hours per week, non-exempt position)

Brief Description:
To implement, facilitate, coordinate all aspects of Guardianship and Chums. This position is critical to providing support, guidance, and accountability to probate court and funding sources. Work collaboratively with external community partners. Provide advocacy and support to wards and individuals living with mental health diagnosis in the community. Provide assurances that wards are living in the least restrictive environment and have person-centered life plans with quality of life.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)

- Contemporary computer knowledge, especially in Microsoft Word, e-Guardianship and Excel
- Ability to interact with a large variety of people in a professional manner
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to handle confidential information appropriately
- Ability to train, hire and work with volunteers
- Familiarity with regulations/laws Guardianship of the Person
- Ability to make independent decisions
- Ability to adhere to agency policies and procedures within a Catholic social service
- Data management
- Manage staff and caseload

Minimum Requirements:

- Bachelor's degree and 1 year supervisory experience, preferably in a social service setting, or related direct social service experience with progressive responsibilities
- Demonstrated skills in assessment, person-centered planning and goal setting, intervention tracking
- Experience with electronic record databases and data entry
- Sound interviewing and intervention skills; skills in client assessment and outreach
- Knowledge of community resources and ability to work with end-of-life decisions
- Ability to network with other persons or agencies to meet client needs/goals
- Ability to work with diverse populations such as mental health, DD and aging
- Ability to work independently as well as participate as a member of a department team
- Sound skills in client engagement and building rapport
- Effective oral and written communication including presentations
- Ability to complete effective case notes in a timely manner and use basic computer skills for electronic record keeping
- Ability to collect client data and assist with program evaluation activities
- Willingness to work flexible hours
- Ability to lift 25 pounds
- Valid Ohio driver's license, access to dependable transportation

Interested candidates should send a resume with salary requirement to:
Human Resources
Catholic Social Services of the Miami Valley, 922 W. Riverview Ave., Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750