

# CAREER OPPORTUNITY



**Title:** Guardianship & Chums Coordinator

**Hours:** Full Time, Non-Exempt (37.5 hours per week)

## **Brief Description:**

Assists older adults living with mental illness to be more active and less isolated through participation in social and recreational activities. This position reports to the Guardianship & Chums Team Leader and interacts with volunteers, staff, clients, community, and others as necessary. The successful candidate must possess empathy, sensitivity, patience, good listening and communication skills, as well as willingness to learn and develop knowledge of support services in the Greater Dayton region. The ability to work with people from a wide range of social, cultural and religious backgrounds is essential.

## **ESSENTIAL FUNCTIONS OF THE POSITION**

### **I. Key Responsibility Area: Guardian Coordinator (50%)**

1. Serve as guardian-of-the-person for qualified wards.
2. Is on call 24/7 in case of emergency of ward.
3. Monitors by visit assigned wards and those living independently monthly.
4. Documents client activities daily.
5. Attends case conferences of wards.

### **II. Key Responsibility Area: Chums Coordinator (50%)**

1. Provides direct client contact that facilitates recovery by building self-esteem and self-sufficiency.
2. Identifies concerns/problems of program participants and advises the primary provider or links to appropriate services.
3. Organizes with monthly socials.
4. Plans and assists with small-group outings.
5. Conducts annual reviews for assigned clients in a timely manner.
6. Maintains and keeps accurate records and notes.
7. Attends continuing education and in-service training opportunities, as available.

### **III. Additional Responsibilities:**

1. Transports clients to and from sites as necessary.
2. Performs other duties as assigned.

## **MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE**

- Required Bachelor's Degree in Social Work or related field
- 2 to 3 years related experience with mental health population
- Strong interpersonal and presentation skills
- Effective oral and written communication
- Ability to lift 25 pounds
- Valid Ohio driver's license, access to dependable transportation

## **Preferred:**

- Licensed by the State of Ohio as a Licensed Social Worker (LSW)

*Interested candidates should send a resume with salary requirement to:  
Human Resources, Catholic Social Services of the Miami Valley  
922 W. Riverview Avenue, Dayton OH 45402  
or e-mail to [jobs@cassmv.org](mailto:jobs@cassmv.org), or fax to 937.222.6750.*