

# CAREER OPPORTUNITY



**Title:** Guardianship Coordinator

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

## **Brief Description:**

On behalf of CSSMV as the Corporate Guardian, the Guardianship Coordinator assists in maintaining the safety and protection of the ward by conducting regular face to face encounters with and on behalf of the individual under guardianship. Provide oversight of individuals under guardianship (wards) for the safety and protection monitoring at the wards living environment. Guardianship Coordinator is responsible for overseeing the general health and welfare of the adult ward (person under guardianship) and assuring that the everyday needs of the ward are met. The Guardianship Coordinator makes decisions about the ward's housing, medical care, transportation and personal care. The Guardianship Coordinator provides written and verbal consent for medical treatment and medication changes for wards.

Complete and submit annual guardianship reports and guardianship plans for submission to area-wide Probate Courts. Complete eligibility determinations for prospective wards including the use of evidence-based evaluation tools.

The position reports directly to the Guardianship Supervisor, and interacts with volunteers, staff, clients, community members and others as necessary. Ability to work with people from a wide range of social, cultural and religious backgrounds. To function as an equal member of the Life Essentials team and to maintain strict confidentiality in accordance with NASW standards.

## **ESSENTIAL FUNCTIONS OF THE POSITION**

### **I. Guardian Coordinator**

1. Serve as the assigned Guardianship Coordinator for wards under the legal guardianship of Catholic Social Services Life Essentials program.
2. Monitors the safety and well being of the ward by face-to-face encounters with the ward as well as frequent phone, electronic and face to face encounters with direct service providers to the ward.
3. Adheres to the on-call emergency schedule for wards under guardianship.
4. Ensure that the ward maintains the least restrictive living environment and is safe from abuse, neglect and/or exploitation.
5. Complete eligibility determinations for prospective wards which includes the use of evidence-based evaluation tools.
6. Provide testimony at all scheduled court hearings.

### **II. Documentation and Data Management**

1. Responsible for documenting case records in guardianship database.
2. Complete and submit legal guardianship reports and plans to various Probate Courts in accordance with each court's local rules.
3. Adhere to the court reporting required timeline for submission of court documents, per local rule.
4. Report all suspected abuse, neglect or exploitation of vulnerable adults to appropriate authorities.
5. Completes peer case reviews as assigned.

## **Additional Responsibilities**

1. Other duties as assigned.
2. Attends continuing education and in-service training opportunities, as available.

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

- Required Bachelor's Degree in Social Work or related field
- 1 to 2 years related experience with mental health and/or Aging 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).

All 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](mailto:jobs@cssmv.org), Or fax to 937-222-6750