



CAREER OPPORTUNITY

Title: Guardianship Coordinator

Hours: Full-Time, Non-Exempt

Brief Description:

This position reports directly to the Life Essentials Supervisor and interacts with staff, clients, volunteers, community providers, and others as necessary. Guardianship Coordinators must possess empathy, sensitivity, patience, good listening, and communication skills, and willingness to learn and develop knowledge of support services in the Miami Valley region. Guardianship Coordinators must have the ability to work with people from a wide range of social, cultural, and religious backgrounds. This position is critical to providing support, guidance, and accountability to Probate Court and funding sources, as well as providing assurances that wards are living in the least restrictive and have person-centered life plans with quality of life.

ESSENTIAL FUNCTIONS OF THE POSITION: Constitute the major responsibilities for anyone serving in this capacity

I. Key Responsibility Area: Guardianship Coordinator (70%)

1. Serve as the assigned Guardianship Coordinator for wards under the legal guardianship of Catholic Social Services Life Essentials program.
2. Monitor the safety and well-being of the ward through face-to-face encounters with the ward as well as frequent phone, electronic and face-to-face encounters with direct service providers (physicians, other medical personnel, case managers, etc.) to the ward.
3. Adhere to the on-call emergency schedule for wards under guardianship CSSMV LE.
4. Ensure that the ward maintains the least restrictive environment and is safe from abuse, neglect, and/or exploitation.
5. Complete eligibility determinations for prospective wards which include the use of evidence-based evaluation tools.
6. Provide testimony at all scheduled court hearings.

II. Key Responsibility Area: Documentation and data management (25%)

1. Responsible for documenting case records in guardianship database in the established timeframe.
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 reports and plan, per local rule.
4. Report all suspected abuse, neglect, or exploitation of vulnerable adults to appropriate authorities.
5. Complete peer reviews as assigned.

III. Key Responsibility Area: Professional development and collaboration (5%)

1. Attend continuing education and in-service training opportunities as required by Sup. 66 and as assigned by Supervisor.
2. Meet and engage in supervisory discussions with direct supervisor as scheduled.
3. Maintain positive working relationships with providers, informal support, providers, community agencies, and medical professionals.
4. Attend regular meetings with Northern Counties and other meetings as requested/needed.
5. Contribute to the realization of agency mission and objectives, including meeting professional standards of practice and acting as ambassador for the agency.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

- Required bachelor's degree in social work or related field, current LSW licensure preferred.
- 2-3 years related experience with mental health population.
- Strong interpersonal and presentation skills.
- Effective oral and written communication skills.
- Knowledge of Guardianship State of Ohio Certificate and fundamentals of Guardianship.

*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@csmv.org Or fax to 222-6750*