

CAREER OPPORTUNITY



Title: Guardianship & Chums Coordinator

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

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 directly to the Guardianship Chums Program Director, and interacts with volunteers, staff, clients, community, and others as necessary. The successful candidate must possess empathy, sensitivity, patience, good listening and communication skills. Willingness to learn and develop knowledge of support services in the Greater Dayton region. 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 always.

ESSENTIAL FUNCTIONS OF THE POSITION

I. Guardian Coordinator

1. Serve as guardian-of-the-person for qualified wards.
2. Is on call 24/7 in case of emergency of ward.
3. Monitors assigned wards by visits to nursing facilities and those living independently, monthly.
4. Attends case conferences of wards, as well as communication with community providers concerning wards.
5. Assess alleged wards to ensure that criteria for guardianship is met.

II. Documentation and Data Management

1. Responsible for documenting case records in database (e-guardianship) and monitoring reports.
2. Responsible for maintenance of client files and uploading mail.
3. Assists with case reviews.

III. Chums Coordinator

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 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.

Additional Responsibilities

1. Other duties as assigned.
2. Attends continuing education and in-service training opportunities, as available.
3. Transports clients to and from sites as necessary, as a last resort.

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).

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, Or fax to 222-6750