



JOB DESCRIPTION

Title: Guardianship Manager	Dept: Administration	FLSA: Exempt
Reports To: President/CEO	Location: Vero Beach	WC Code: 8742
Supervision of Others: Yes		
Date: 04/23/2019		

Decription of Services:

Guardianship is the process designed to protect and exercise the legal rights of individuals whose functional limitations prevent them from being able to make their own decisions and have not made plans for this time in their lives. People who need guardianship may have dementia, Alzheimer's disease, a developmental disability, chronic illness or other such conditions that generally cause functional limitations. Before a guardianship is established, it must be determined that the alleged incapacitated person (AIP) lacks capacity. Guardianship should be the last resort.

Primary Function:

Responsible for providing guardianship related services for indigent persons who have no willing and responsible family members or friend to act as guardian. This individual shall also be responsible for complying with all rules and regulations as set forth in the Florida Statute 744.

The duties of a guardian are to oversee the welfare and safety of the person under guardianship designated by the court in the least restrictive way; to attend to the financial needs of the individual using his or her assets wisely.

Essential Functions:

- Maintains a separate file for each ward and keeps receipts for all purchases made.
- Inputs details of visits with ward into case note logs to ensure proper records are maintained and to facilitate assembly of Annual Guardianship Report.
- Maintains communication with service providers, caregivers, and others attending to the ward.
- Documents activities of the guardian to account for time and expenses.
- Manages the ward's monthly budget, pays ward's bills by writing checks or using online bill pay services, and maintains receipts associated with bill paying.
- Communicates with the ward on a regular basis to identify concerns of the ward regarding care and build rapport with ward.
- Coordinates visits to ensure the ward is personally visited by the guardian or one of the guardian's professional staff.

_____/_____
Employee Initials/Date

_____/_____
Supervisor Initials/Date



JOB DESCRIPTION

- Assesses the physical appearance and condition of the ward to determine whether current care is meeting the needs of the ward.
- Monitors the ward's living conditions to ensure the environment addresses the ward's wishes and needs to the extent possible.
- Applies ward's income to the care, support, education, maintenance, cost of final illness, and cost of funeral and burial or cremation of the parent, spouse, or dependents of the ward to the extent necessary when approved by court order.
- Submitting updates to the court of the ward's condition describing the ward's living situation, status of mental and physical health based upon medical examinations and official records, provide a list of services being received by the ward, describe services rendered by the guardian, account for the ward's monetary assets, and any other information necessary to submit to the court in order for it to assess the status of the ward and the guardian's duties.
- Maintain the grants and budget of the Public Guardianship Program of IRC
- Follow all policies and procedures of Senior Resource Association.
- Other duties as assigned, to include assisting in emergency situations as needed.

Skills and attributes

Education:

Bachelor's degree in Social Work, Psychology, Counseling, or related field is preferred.

Experience:

Two years' experience in Social Work, Social Services or Aging Programs is preferred.

Willing to be become state certified through the Professional Guardian from the Office of Public & Professional Guardianship. Required to complete 16 hours of continuing education credits every 2 years.

Skills:

Ability to advocate, including the ability to sue on the individuals behalf.

- Strong management skills, with emphasis on active listening, effective communication and positive mentoring
- Strong mediation/problem-solving skills
- Team player
- Strong communication and writing skills
- Computer proficiency
- Must support the mission, goals and objectives of Senior Resource Association

Must possess a valid Florida Driver's License, auto insurance and reliable vehicle. Finger printing and background investigation required. Credit check is required.

_____/_____
Employee Initials/Date

_____/_____
Supervisor Initials/Date