

JOB DESCRIPTION

POSITION TITLE: Guardian Representative

IMMEDIATE SUPERVISOR: Guardian Representative Supervisor

DEPARTMENT: Personal Affairs Management (PAM)

Essential Duties and Responsibilities:

- Provides initial assessment services which will take place in such settings as hospitals and nursing facilities.
- Provides direct casework services to individuals adjudicated incapacitated by Circuit Court by reason of severe illness, advanced age dementia, intellectual disability and serious chronic mental illness. At least monthly visits will be made to general medicine, acute care and mental hospitals, skilled nursing facilities, assisted living facilities, group homes for individuals with intellectual disabilities and serious mental illnesses and private homes where individual clients reside.
- Performs basic administrative tasks to include all agency required paperwork, statistical reporting, correspondence, and scheduling of client related services.
- Provides consultative and support services to other community Agencies.
- Participates in supervisory meetings by bringing in relevant issues for discussion and review.
- Available by in emergency 24/7.
- Complies with all agency policies and applicable federal and state law, adherence to all elements of the compliance plan.
- Performs all other duties as may be necessary or requested by supervisor or the Executive Director.

Knowledge and Skills:

- Ability to establish positive professional working relationships with clients and their families, co-workers, and members of the community
- **Proper use of PPE.**
- Knowledge and professional work experience preferred in human services field.
- Work effectively with volunteers.
- Knowledge of basic computer skills to include Outlook, Word, Access, Excel or other related programs used by the Agency.
- Valid driver's license required.

Physical Requirements:

May include lifting up to 25 pounds and standing for one hour at a time.

Education and Experience:

Degree from an accredited College or University, with a major in human services field preferred or equivalent combination of education and/or work experience.

Note: This job description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions as it deems necessary.

I acknowledge compliance with agency policies regarding confidentiality, (HIPAA), adherence to Code of Ethics, all federal and state regulations and the conditions of participation under Medicare. I will also adhere to all elements of the compliance plan but most particularly to those that are most relevant as outlined in my job description

I have received a copy and have read this job description.

Employee Signature

Date

Supervisor Signature

Date