

The Colorado Office of Public Guardianship Pilot Program is accepting applications for one (1) Case Management Aid, under direct supervision, perform professional and administrative staff functions as a representative of the Colorado Office of Public Guardianship Pilot Program serving in the 2nd Judicial District of Colorado. The Colorado Office of Public Guardianship Pilot Program provides services to eligible indigent and incapacitated adult individuals who have no responsible family members or friends who are available and appropriate to serve as guardian; lack adequate resources to compensate a private guardian and pay the costs associated with an appointment proceeding; and are not subject to a petition for appointment of guardian filed by a county adult protective services unit or otherwise authorized by C.R.S. § 26-3.1-104.

The Case Management Aid will provide on-going day to day administrative assistance to the Director, Administration staff, and public guardians. The Aide will assist guardians with administrative tasks to allow guardians to focus on providing direct public guardianship services and client management duties. The Aide can assist, when needed, with client management such as informal social visits with clients. The Aid will need to be flexible with supportive duties as they may often change with the need of the administration and guardians. Supervision is received from the Deputy Director, Staff Assistant, and Public Guardians.

ADDITIONAL COMMENTS

How to Apply:

Send cover letter, resume, and three professional references to:

Colorado Office of Public Guardianship

3900 East Mexico Avenue, Suite 300

Denver, CO 80210

OR

Info@Colorado-OPG.org (mailto:Info@Colorado-OPG.org) (mailto:Info@Colorado-OPG.org)

PHYSICAL DEMANDS: *While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.*

WORK ENVIRONMENT: *This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously. Position may be open to telecommuting and a flexible work schedule. The noise level in the work environment is usually moderate. Will need to be able to prioritize tasks.*

OTHER: *No felony conviction or misdemeanor conviction involving moral turpitude. Possess a valid Motor Vehicle Operator's license and personal vehicle. Excellent credit history; highest personal and professional references. Individuals chosen for the position will be subject to an*

extensive background check and CAPS check and must submit a credit report. The Colorado Office of Public Guardianship (OPG) Pilot Program is currently funded through 2023. Pursuant to C.R.S. § 13-94-101 et. seq., the Director of the Colorado OPG Pilot Program is to present evidence to the General Assembly by January 1, 2023 that the Program should continue and expand, of the need for legislative funding, and to develop a strategy for discontinuation if the General Assembly declines to continue or expand the Colorado OPG Pilot Program.

ESSENTIAL FUNCTIONS

- Remain knowledgeable and current on inter office policy and procedures and provide ongoing support to guardians and admin team as needed;*
- Comply with best practice and ethical standards;*
- Maintain client confidentiality;*
- Assist guardians with public benefit applications, renewals and verification requests.*
- Support guardians in providing case management services to a caseload of clients which may include extensive travel;*
- Assist guardians in investigating the financial, psychological, family and social histories of clients;*
- Support guardians with additional client phone calls and visits, if needed;*
- Assist in arranging for client services and housing as requested by guardians;*
- Conduct home and facility site visits as needed;*
- Assist guardians in formulating individual guardianship plans to assure person-centered care, treatment and planning;*
- Provide support to staff working with various private and public organizations and service providers for the purpose of developing local treatment resources;*
- Assist with inventory of client belongings under supervision of the guardian;*
- Assist in the preparation of comprehensive personal and financial court reports, maintain client records; and collect data and statistics as required;*
- Assist with other responsibilities as required by the type of guardianship identified;*
- Excellent and professional written and oral communication skills;*
- Ability to complete assigned tasks timely, efficiently and prioritize appropriately;*
- Perform other duties as assigned.*

The successful candidate will have working knowledge of the case management skills along with the ability to read and understand documents used in financial and estate management, in addition to working knowledge of community systems and services and the appropriate utilization for referral and placement of the elderly, people with mental illness, and individuals with intellectual and developmental disabilities. The Case Aid must have the ability to coordinate guardianship case management efforts with guardians, and other public and/or non-profit agencies involved in client cases and the ability to prepare clear, concise written communications and comprehensive office and court reports and maintain complete and accurate case information and case records. Position may require leadership, guidance, assistance, or mentorship to coworkers, volunteers, or interns. This may include scheduling of work, instructing in work methods, and reviewing work product. Additionally, as a Case Aid progresses professionally, they may be asked to provide training to others in their area of expertise.

To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential functions. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

Bachelor's degree or two-year work experience providing case management services in social casework or counseling services to elderly, mental illness, homeless, vulnerable, or dependent adults, and their families; Case management experience working with public benefits such as Medicaid, economic assistance, Social Security, and/or Veteran's benefits services. Need to have a strong work ethic, and attention to detail. Strong oral and written communication skills and advocacy skills to ensure the client is safe and supported appropriately. Desire to be proactive and create a positive environment for others. Experience working in a team environment.

Preferred Qualifications:

Bachelor's degree or two-year work experience providing case management services in social casework or counseling services to elderly, mental illness, homeless, vulnerable, or dependent adults, and their families; Case management experience working with public benefits such as Medicaid, economic assistance, Social Security, and/or Veteran's benefits services. Need to have a strong work ethic, and attention to detail. Strong oral and written communication skills and advocacy skills to ensure the client is safe and supported appropriately. Desire to be proactive and create a positive environment for others. Experience working in a team environment.