



# PUBLIC GUARDIAN

JOB CODE

**EU00198**

LOCATION

**Denver / Denver County**

DEPARTMENT

**Other**

SALARY RANGE

POSTED

**25-Jul-2022**

CLOSES

**12-Aug-2022** Extended to 8/22/2022

POSITION NUMBER

FTE LEVEL

## POSITION INFORMATION

**\*\*\*This is a Courtesy Posting for the Office of Public Guardianship\*\*\***

Monthly Salary: **\$4,883.23 – \$5,150.00**

**Benefits:** *State of Colorado benefits are offered, and additional benefits may be offered.*

Potential Start Date: August 29, 2022

## STATEMENT OF DUTIES

*The Colorado Office of Public Guardianship Pilot Program is accepting applications for one (1) Public Guardian who will, under general supervision, independently perform professional staff functions as a representative of the Colorado Office of Public Guardianship Pilot Program serving in the **2<sup>nd</sup> Judicial District** of Colorado. The Public Guardian will provide public guardianship*

*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 Public Guardian will provide appropriate and quality public guardianship services and make decisions regarding the individual to secure the health and safety of eligible individuals while preserving their independence wherever possible. This position may include supervision over volunteers or interns. Supervision is received from the Director.*

## **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)

***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; and will be required to maintain an on-call schedule. Position may be open to telecommuting and a flexible work schedule due to the required on-call schedule. The noise level in the work environment is usually moderate.*

***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 that would support a court finding of suitability to qualify for appointment as a guardian. 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

- *Assist in expediting benefits to entitled eligible individuals, or clients;*
- *Conduct intake interviews and providing case management to a caseload of clients;*
- *Investigate the financial, psychological, family and social histories of clients;*
- *Assist in arranging for client services and housing; Assist in moving client belongings as needed;*
- *Conduct home and facility visits and inspections;*
- *Formulate individual client case plans to assure care and treatment best-suited to the clients' interests and following person-centered planning;*
- *Recommend action based on informed consent for medical, surgical and hospitalization decisions;*
- *Work with various private and public organizations and service providers for the purpose of developing local treatment resources; Ensure services delivered are appropriate and meets clients' needs.*
- *Responsible for minimal estate management and sound personal and financial management to ensure the most appropriate level and highest quality of care of client and property; Work with payees and provide oversight of finance management;*
- *Prepare comprehensive personal and financial court reports, maintain client records; attend court hearings as appropriate; and collect data and statistics as required;*
- *Extensive independent travel may be required;*
- *Comply with best practice and ethical standards;*
- *Maintain client confidentiality;*
- *All other responsibilities as required by the type of guardianship identified.*
- *Professional communication and advocacy skills*
- *Perform other duties as assigned.*

*The successful candidate will have working knowledge of the Colorado guardianship and probate statutory requirements 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, complex medical issues, people with mental illness, and individuals experiencing homelessness, and individuals with intellectual and developmental disabilities. Insight into the medical services offered in the community, medical diagnoses, medical management and maintenance, and medical decision-making ability is a necessity. Knowledge of the residential service options such as independent, assisted living, and nursing home services are beneficial when determining level of care and placement options for individuals. The Public Guardian must have the ability to coordinate guardianship case management efforts and advocacy with 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, prioritization, and reviewing work product. Educating the public on guardianship duties and responsibility is ongoing, with a need for excellent oral*

*advocacy skills and extensive encouragement of guardianship decision making authority and/or inclusivity. Additionally, as a Public Guardian progresses professionally, they may be asked to provide training to others in their area of expertise.*

## **ESSENTIAL FUNCTIONS CONT.**

*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. Strong work ethic and ability to work independently. Ability to review client care plans and assess level of treatment rendered and ensure appropriate levels of treatment. Review of medical services and ability to communicate and advocate with medical providers to ensure informed consent is made when making medical decisions.*

## **MINIMUM QUALIFICATIONS**

*Baccalaureate degree from an accredited institution with a focus on nursing, social work, counseling, psychology, gerontology, related behavioral science, healthcare, or client support business services and at least two years' experience in a discipline pertinent to the provision of guardianship services which must include medical decision-making judgment for the benefit of others in the area of legal, guidance and counseling, healthcare, probation and parole, public administration with a focus on developmental disabilities, and/or persons with mental illness and/or with disruptive behaviors. ; Equivalent education or experience will be considered.*

### **Preferred Qualifications:**

*Nursing degree, healthcare knowledge or degree providing social casework or counseling services to elderly, vulnerable or dependent adults, and their families; Master's degree in Nursing, Social Work, Counseling, Clinical Psychology, Gerontology or related behavioral science or healthcare knowledge or equivalent advanced degree which includes a supervised field placement providing social casework or healthcare knowledge or counseling services to elderly, vulnerable or dependent adults, and their families. Strong oral and written communication skills and advocacy skills to ensure the client is safe and supported appropriately.*

*National Certified Guardian and/or National Master Guardian Certification through the National Guardianship Association/Center for Guardianship Certification.*

*Attention to detail. Desire to be proactive and create a positive environment for others.*