

Public Guardian 2nd Judicial District / Denver

Monthly Salary: \$5,127.39 – \$5,407.50

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

Definition of Work:

*The Colorado Office of Public Guardianship is accepting applications for one (1) Guardian who will, under general supervision, independently perform professional staff functions as a representative of the Colorado Office of Public Guardianship serving in the **2nd Judicial District/Denver County** of Colorado. The 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 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.*

Essential Functions of the Position:

- *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;*
- *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;*
- *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;*
- *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;*
- *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, people with cognitive disorder, people with mental illness, people with substance abuse disorder, and individuals with intellectual and developmental disabilities. The Guardian must have the ability to coordinate guardianship case management efforts 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, and reviewing work product. Additionally, as a Guardian progresses professionally, they may be asked to provide training to others in their area of expertise.

Qualifications:

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 / Professional Qualifications:

Baccalaureate degree from an accredited institution with a focus on 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:

Healthcare knowledge or degree providing social casework or counseling services to elderly, vulnerable or dependent adults, and their families; Master's degree in 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.

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.

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 or alternate means of transportation. 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.*

How to Apply:

Application packet must include the following:

1. Cover Letter
2. Resume
3. Minimum of 3 professional references

Send application packet to:

Colorado Office of Public Guardianship
3900 East Mexico Avenue, Suite 300
Denver, CO 80210

OR

Info@Colorado-OPG.org

External Posting Date: August 1, 2023

Closing Date: Open until filled.

PLEASE NOTE: Applications will be reviewed, and interviews scheduled/conducted as they are received; applicants are encouraged to submit their application materials as soon as possible.