

## **Guardian, 2<sup>nd</sup> Judicial District/Denver - Office of Public Guardian**

### *Job Description*

**Job Title:** Guardian, 2<sup>nd</sup> Judicial District/Denver

**Location:** Denver Metro with extensive travel

**FLSA Status:** Full-time, Exempt

**Monthly Salary:** (Set Range, negotiable only within range) \$5,281.21 – \$5,569.73

### **General Statement of Duties:**

*The Colorado Office of Public Guardianship is accepting applications for Guardians who will, under general supervision, independently perform professional staff functions as a representative of the Colorado Office of Public Guardianship. 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.*

*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. This position may include supervision over volunteers or interns. Supervision is received from the Director and Deputy Director.*

### **Distinguishing Factors:**

- *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 mental illness, 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.*

**Essential Functions of the Position:**

- *Conduct intake interviews and provide case management to a caseload of clients;*
- *Formulate and maintain Individualized Guardianship Plans to assure care and treatment best suited to the clients' interests and following person-centered planning;*
- *Investigate the financial, psychological, family and social histories of clients;*
- *Recommend and determine action based on informed consent for medical, surgical and hospitalization decisions;*
- *Conduct monthly client, home and facility visits and inspections;*
- *Prepare comprehensive annual personal and financial court reports, maintain client records; attend court hearings as appropriate; and collect data and statistics as required;*
- *Assist in obtaining, maintaining, and expediting benefits to entitled eligible clients;*
- *Research and assist in obtaining, maintaining, and arranging for various client services and housing;*
- *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;*
- *Available for weekly and rotating on-call duties;*
- *In office position with extensive independent travel is 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.*

**Minimum Education:**

*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.*

**Key Qualifications:**

*To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential functions. The requirements listed 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.*

### High-Performance Expectations:

- Ability to critically think and problem solve
- Ability to manage multiple tasks and deadlines
- Ability to work independently
- Skilled written and oral communication
- Skilled in conflict resolution

### Why Join Us?

- **Impactful Service:** As a Guardian, you will have opportunities to advocate with and secure the health and safety of vulnerable Colorodans.
- **Growth & Development:** As the Office of Public Guardianship evolves and expands statewide, so will your opportunity for professional and personal growth.
- **Competitive Compensation:** An attractive salary and benefits package commensurate with your expertise and the significance of the role.

The Office of Public Guardianship believes in equal opportunities for all. We are committed to fostering a diverse, inclusive workforce where every individual is valued and respected.

To be considered for this position or if you have questions about this posting, email [Careers@colorado-opg.org](mailto:Careers@colorado-opg.org). Please submit the required items outlined below.

### Applications must include:

- Cover letter
- Resume identifying specific experience and dates of employment
- Minimum of three (3) professional references

External Posting Date: July 1, 2024

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.