**JOB POSTING -**
**COLORADO OFFICE OF PUBLIC GUARDIANSHIP**
**GUARDIAN SUPERVISOR**

Job Description

**Job Title:** Guardian Supervisor
**Location**: Denver Metro, with 10-20% statewide travel
**FLSA Status:** Full-time, Exempt
**Annual Salary:** (Set Range, negotiable only within range) $76,800 - $84,212

**Agency Statement:**

The Colorado Office of Public Guardianship provides 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 duties and services of the Colorado Office of Public Guardian (OPG) is codified in the Office of Public Guardianship Act, C.R.S. §§ 13-94-101 – 13-94-111 (2017, 2019).

**Job Summary:**

The Guardian Supervisor is responsible for managing a team of guardians as they provide appropriate and quality public guardianship services to eligible indigent and incapacitated adult individuals. This role will also provide similar guardianship services and maintain a small case load.

**Essential Functions of the Position:**

- Supervise and direct the work activities of staff, including providing necessary training on procedures and standards and evaluating and providing performance feedback
- Review referrals provided to the office and assign cases to the team
- Meet individually with staff regularly to review cases, provide guidance, and troubleshoot challenges
- Plan and facilitate team meetings to align priorities, share updates, and drive action items to completion
- 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;
- Provide on-call support for cases with emergency needs;
- 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.

**Required Education, Skills, and Experience:**

- Bachelor's Degree from an accredited institution with a focus on social work, counseling, psychology, gerontology, related behavioral science, healthcare, or related. Equivalent experience will be considered.
- Minimum 5 years experience in case management, guardianship, or related human services
- Experience supporting individuals with disabilities, older adults, or vulnerable populations
- Experience supervising staff with responsibility for hiring, training, and addressing performance
- Knowledge of guardianship law, ethical standards, and person-centered practices
- Strong documentation, organizational, and time-management skills
- Ability to handle sensitive situations with professionalism, discretion, and sound judgement
- Strong knowledge of Microsoft Office

**Preferred Education, Skills, and Experience:**

- Ph.D. or Master's degree in Social Work, Counseling, Clinical Psychology, Gerontology or related behavioral science, J.D., or equivalent advanced degree which includes a supervised field placement providing social casework or counseling services to elderly, vulnerable or dependent adults, and their families

- Certification from the Center for Guardianship Certification
- Experience working with courts and legal systems
- Experience using Sales Force
- Ability to implement change in a complex environment

**Work Environment and Physical Demands**

This position is in a general office environment with opportunities to work remotely. Physical demands of the job include frequent sitting, reaching, repetitive motions with writes, hands and fingers and occasional standing, walking, lifting, carrying.

This position requires independent travel to client locations to perform on-site visits, including overnight stays if needed.

Individuals chosen for the position will be subject to a pre-employment background check, including CAPS (Colorado Adult Protective Services) check, criminal background check, and credit report.

**EEO/AA/ADA EMPLOYER**

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

The Office of Public Guardianship is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. Qualified applicants are provided with an equal opportunity and selection decisions are based on job-related factors.

*Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

**How to Apply**

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

**Applications must include:**

- Cover letter
- Resume identifying specific experience and dates of employment

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.