



**COLORADO**  
Office of Public Guardianship

**JOB POSTING**  
**COLORADO OFFICE OF PUBLIC GUARDIANSHIP**  
**SENIOR GUARDIAN**

Job Description

**Title:** Senior Guardian

**Job Location:** Colorado

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

**Monthly Salary:** (Set Range, negotiable only within range) \$5,809.33 – \$6,126.70

**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 Senior Guardian is responsible for providing 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.

**Essential Functions of the Position:**

- Conduct intake interviews and provide case management to caseload of clients;
- Formulate and maintain Individualized Guardianship Plans to assure care and treatment best suited to the clients' interests and follow 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;
- Provide training, guidance, and ongoing mentorship to guardians to ensure understanding of duties, compliance requirements, and best practices of guardianship;
- 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;
- Leads or assists with special projects as assigned, including planning, coordination, and implementation activities that support organizational goals and process improvements;
- Available for weekly and rotating on-call duties;
- Hybrid position with extensive independent district 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.

#### **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 2 years experience in guardianship
- 4+ years experience in case management or related human services
- Current National Certified Guardian certification from the Center for Guardianship Certification
- Strong knowledge of guardianship law, ethical standards, and person-centered practices
- Experience supporting individuals with disabilities, older adults, or vulnerable populations
- Knowledge of and/or experience working with Federal and State public benefits
- 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:**

- Master's Degree from an accredited institution with a focus on social work, counseling, psychology, gerontology, related behavioral science, healthcare, or related.
- National Master Guardian Certification
- Experience using Sales Force

### **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 hands and fingers and occasional standing, walking, lifting, carrying.

This position requires independent travel to client locations to perform on-site visits.

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](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
- Copy of Current National Certified Guardian certification from the Center for Guardianship Certification

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.

### **Benefits**

The State of Colorado offers employees a variety of benefits including medical, dental, life and disability insurance, as well as a comprehensive leave program. Please click the following link for detailed information: [www.colorado.gov/pacific/dhr/benefits](http://www.colorado.gov/pacific/dhr/benefits)