



Guardian Finance and Advocacy Services is committed to Equal Employment Opportunity and diversity, equity, and inclusion. Qualified candidates from underrepresented populations are encouraged to apply.

Title: Guardian Specialist

Summary: Guardian Finance and Advocacy Services is a nonprofit corporation that provides a complete network of public fiduciary services. Working from our offices in Battle Creek and Kalamazoo, our professional and compassionate staff of 35 people work to improve the lives of over 1200 clients in Southwest Michigan. We are seeking a passionate person who enjoys both a challenge as well as making a difference to join our team.

This full-time position, based in Kalamazoo, acts in a decision making capacity for a case load of approximately 70 individuals deemed incapacitated by probate court. Our clients live with a range of disabilities such as dementia/Alzheimer's disease, mental illness, developmental disabilities, traumatic brain injury, etc. A strong candidate will be capable of making crucial, complex decisions in areas such as medical, housing, legal and financial matters. A strong candidate will also have experience upholding the rights and dignity of diverse populations.

Extensive, ongoing training is provided to ensure that our staff are aware of community resources and have the knowledge necessary to navigate these complex scenarios. The individual chosen for this position will be required to apply for the National Guardian Certification Exam after 90 days, and to pass the exam within 6 months of hire.

This position is primarily field based/remote, with a required one day per week in the office. Work hours are generally 8-4:30pm, however, daily schedule flexibility is available with supervisor approval. Guardian Finance and Advocacy Services is committed to honoring the home lives of our staff members.

Specific Responsibilities Include:

1. Client Services: Oversee a caseload and perform or delegate duties and responsibilities that pertain to individual cases including:
 - a. **Guardianship:**
 - i. Attend probate hearings and work with legal services providers
 - ii. Coordinate services and communication among a variety of parties (CMH, PACE program, Waiver program, client family, client caregivers)
 - iii. Complete client related case notes in a timely manner
 - iv. Face to face client visits at a minimum of every quarter
 - v. Compose detailed and accurate quarterly visit reports

- vi. Work with GFAS team to obtain the best outcome for the client. This involves sharing information and joint decision making regarding placement, care, benefits, financial matters, etc. The GFAS team includes, but is not limited to Benefits Specialists, Conservators, Payees, and In-House Guardians.
- vii. Keep the leadership team advised of client crises, issues obtaining benefits, and/or other difficult situations as they arise.
- viii. Work with community partners to advocate for client services
- ix. Arrange for legal advocacy in other legal matters, as needed
- x. Work with contractors to establish chore provider services, transportation to appointments, and other tasks required for care
- xi. Attend meetings with case managers, behavior analysts and others involved in the client's care.

b. Medical:

- i. Attend major medical appointments, as needed or required
- ii. Consult with medical, psychiatric and social service providers
- iii. Give permission to treat for medical tests, procedures, medications, etc.
- iv. Consult with treatment team and/or family members regarding medical issues and client wishes to ensure appropriate care
- v. Determine client code status, advocating for client wishes

c. Placement:

- i. Work alongside treatment team, medical providers and/or family members to resolve placement issues and to advocate for the client to be in the least restrictive environment
- ii. Work with partnering agencies to approve placement, when applicable.
- iii. Evaluate the client's residence for quality of care, bring concerns to the treatment team and relocate as necessary
- iv. Coordinate client moves included but not limited to completing placement documents/applications, overseeing transfer of utility services, ensuring new budget is set.

d. On-Call:

- i. Rotate On-Call duty to ensure 24/7 services after hours, on weekends, and on holidays.
- ii. Provide verbal authorization for emergency medical treatment and provide verbal assistance with other emergency client situations.

Qualifications:

- Bachelor's Degree in Social Work, Human Services, Health Care or equivalent, relevant experience
- Experience with Microsoft Office
- Experience working with people with disabilities
- Ability to multi-task and work well under pressure

- Excellent organizational and communication skills
- Ability to travel to sites in a 60+ mile radius of the office.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of the incumbent. It shall not be held to exclude other duties of a similar nature, which may be requested by the supervisor but not specifically mentioned.

Compensation: The position has a salary range of \$35,000-\$37,500 to start based on experience. Guardian Finance and Advocacy Services provides an excellent benefits package including a generous PTO policy, holiday schedule and 401k match.

Interested candidates should submit a resume and cover letter to Shelly Dunmire @ Sdunmire@yourguardian.org. Applications will be accepted until the position is filled.