

**Conservator Support Specialist:** Salary Range \$10-12 Hourly

Location: Kalamazoo office

Part time hourly

Guardian Finance and Advocacy Services is looking for a skilled and energetic administrative support person to work out of our Kalamazoo office. This individual will handle a wide range of tasks, including but not limited to: managing court documents, banking, errands for clients, setting up services for clients (cable, phone, lawn care, & set up payment plans), data entry, & typing letters. Required to complete medicaid applications, interact with pension & investment companies to retrieve information, establish simple budgets. Works with our Conservator staff, who are appointed by the Court to protect disabled individuals. Part time up to 28 hrs/week allowing flexible hours. Requirements include: Associates Degree or equivalent experience, experience with persons with disabilities, computer proficiency, & good with balancing numbers.

Learn more at [www.yourguardian.org](http://www.yourguardian.org).

Email resume to Martha Morgan , Director of Client Financial Services  
[mmorgan@yourguardian.org](mailto:mmorgan@yourguardian.org) or fax 269-966-2485