



**Guardian Specialist Job Description**  
**Revised: June 2013**

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**Position:** Guardian Specialist  
**Reports to:** Director of Client Services  
**Employment Status:** Part time or Full time  
**Location:** Battle Creek and/or Kalamazoo Office

General Description: Advocate for clients to be in the most independent setting possible that is consistent with their wishes. Work as court appointed guardian and make decisions regarding medical, housing, and crucial life supports. Clients include legally incapacitated individuals who are mentally impaired, developmentally disabled, have traumatic brain injury or other disabilities. Perform face to face assessments, write reports, monitor financial status, apply for and maintain public benefits. Monitor quality of services and care. Rotate "On-call" with other guardians.

**Specific responsibilities:** The person in this position is responsible for the following duties:

1. **Client Services:** Oversee a caseload of approximately 75 clients and perform or delegate duties and responsibilities including:
  - a. **Guardianship:**
    - i. Consult with client, family, and interested parties. Resolve issues and advocate for client's self-determination.
    - ii. Develop service plan to address individual needs of clients
    - iii. Attend and testify at Probate Court hearings
    - iv. Work with legal service providers
    - v. Complete client related casenotes in a timely manner
    - vi. Oversee completion of annual Condition of Ward report
    - vii. Work with vendors to get needed services for clients
  - b. **Medical**
    - i. Consult with medical & social service professionals
    - ii. Give permission to treat, as needed
    - iii. Consult with treatment team and/or family regarding medical issues to assure appropriate care
  - c. **Placement**
    - i. Consult treatment team and/or family regarding placement issues and make placement decisions
    - ii. Visit and evaluate client's residence for quality of care issues as related to client's needs

**d. On-Call**

- i. Rotate On-Call duty after hours, on weekends, and on holidays
- ii. Provide authorization for emergency medical treatment and assistance with other emergency situations for clients

**Qualifications:**

- BA/BS preferred in social work or related field, or commensurate experience
- Become certified by the National Guardianship Association - 6 months after hire
- Experience working with people with disabilities
- Represent the agency in a professional manner
- Must pass a criminal background check
- Experience working under pressure and with difficult people
- Excellent organizational and professional communication skills
- Proficient in Microsoft Office with an ability to learn and use technology and systems
- Access to serviceable automobile for reimbursable business travel (southern MI)

Successful candidate will possess a mix of the following knowledge and abilities:

- Ability to advocate for client and balance conflicting and often urgent issues
- Ability to make emotionally charged and difficult health, life, and death decisions for clients
- Ability to work with sometimes hostile and non-cooperative clients and in unsupportive environments
- Ability to team client issues with other Guardian staff and external professional staff (case managers, attorneys, etc).
- Knowledge of medical, social, governmental, and legal systems
- Knowledge of institutional care, mental health, Medicaid and Medicare
- Knowledge of case management, social work, advocacy, and conflict resolution
- Ability to analyze & investigate problems and develop solutions in unclear situations
- Ability to evaluate, establish and maintain Medicaid, Medicare, SSA/SSI, VA, private pension & governmental benefits
- Exercise constructive honesty and build trust to manage clients' assets and life decisions

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of the incumbent. Other responsibilities may be assigned as determined by the supervisor.

**Compensation:** Competitive salary and attractive benefits package

**Application Procedure:** Email cover letter and resume to Martha Morgan at [mmorgan@yourguardian.org](mailto:mmorgan@yourguardian.org).

**Deadline:** Until filled

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