

JOB NOTICE

Compass Family and Community Services
535 Marmion Avenue
Youngstown, Ohio 44502

Date Posted: June 27, 2017

Closing Date: July 7, 2017 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via Indeed website.

Department: Guardianship Program

Title: Guardianship Caseworker

Salary \$: Full-time with comprehensive benefits package and competitive salary based on experience

General Duties:

1. Required case documentation and file maintenance.

- Secure all personal documentation and records in the agency safe.
- Documents case activities in the client record and maintain copies of all documents processed on behalf of the ward in the client record.
- Adhere to required time frames for Probate paperwork.
- Follow all established agency protocols and procedures in estate cases.
- Advocate and maintain all communication with the attorney assigned to the case.
- Maintain consistent communication with supervisor on status of estate work and consult with CEO and or appropriate financial expert regarding financial decisions on behalf of wards investments, stocks, bonds, annuities, tax requirements and financial management of their estates.
- Document financial information received or provided with accuracy and in a timely manner. Ensure information is detailed and specific to the needs of the ward.
- Secure all of the wards assets and valuables as required and obtain court orders for all permissions regarding assets (homes, properties, cars, and valuable collectables).
- Provide fiduciary oversight on all estate cases for payments made to Nursing homes for wards room and board; which requires working closely with the Guardianship Bookkeeper.
- Manage and audit the fiduciary responsibility of paying the clients monthly bills, debts and managing their monthly income.

2. Delivers a variety of case management activities on behalf of the ward as determined by their individual needs and ISP.

- A minimum of a monthly visits to the ward to monitor the care the ward is receiving in the community, group home or nursing home. Collect and review medical information, and make informed decisions regarding proper medical care.
- Participate and advocate with nursing home staff at their plan of care meetings. Ensure that the wards living environment is clean and safe and they are in the least restrictive placement for their current level of care.
- Apply for all benefits and entitlements for the ward that shall include VA benefits, Medicaid, Social Security and Pension benefits.
- Communicate and coordinate with the wards family on decisions regarding their loved one that can include preneed and end of life decisions.
- Assess and advocate for any cultural and religious practices that the ward and family may require in providing for their spiritual needs and making end of life decisions.

- Ensure that all wards personal needs are met including clothing and personal items. Provide the ward access to hobbies and or interests. Make sure their living environment is clean and safe. Ensure they are in the least restrictive placement for their current level of care. Assess for signs or verbal reports of abuse or neglect and report all incidents to the proper authorities.
3. Assess referrals for the need of a guardian and review the case with supervisor.
 - Understand a mental status exam as it relates to cognitive impairment.
 - Gather third party information during the assessment to collaborate need for guardianship.
 - Contact family and significant other to discuss and gather information for the Guardianship application process.
 4. Informs the court of significant changes in the case and files required reports with the court in a timely fashion
 5. Serves as an advocate for the ward applying for a variety of benefits.
 - Maintain a basic understanding of entitlements and benefits programs and how to apply for needed benefits.
 - Understanding Medicare and Medicaid rules as they pertain to nursing home placements, spend downs, and medical services provided under the wards applicable insurance carrier.
 6. Ensures appropriate documents are obtained and completed in order to serve as a wards legal guardian.
 - Maintain a basic understand of the differences between indigent case and estate cases.
 - Completes the appropriate application for the Probate Court within 10 days of the assessment.
 - Communicates and provides up to date accurate information to the Attorney assigned to the case within the required time frame.
 7. The caseworker will assume on call duties as assigned during non-business hours. Periodically they may need to provide transportation for a ward. On occasion, the caseworker may need to respond to a crisis matter on a weekend or during the evening hours. Other duties as assigned by supervisor.

Qualifications:

Education/Experience: Master’s Degree in Social Work, Bachelor’s Degree in finance or legal professional preferred. LSW or LPC licensure is beneficial. Prior experience working with probate court, estates, financial accounting and or retail banking operations. Strong working knowledge of issues which impact the elderly and the mentally ill.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; Clear driving record and TB test.

Personal: Sensitive to the needs of the elderly. Ability to adapt to varied situations. Strong personal and organizational skills and the ability to work independently. Reliable transportation. If using personal vehicle to transport clients, must have at least the state minimum insurance coverage.

Physical: Extensive driving may be required.

Non-Exempt: Eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans