



JOB DESCRIPTION

JOB TITLE:	Public Guardian	FLSA:	Exempt
DEPARTMENT:	Public Guardian	GRADE:	D1
REPORTS TO:	County Manager	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and performing activities related to the County's Public Guardian services and functions; monitors the care, custody and control of the person of the ward, and performs the duties necessary for the proper care, maintenance, education and support of the ward.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes and manages the functions and activities of the office and provides customer service to the public.
- Reviews and investigates all guardianship referrals, interview proposed wards, family members and seek out other resources to keep the clients in the least restrictive environment.
- Determines a proposed ward's eligibility for guardianship services through a review of current circumstances and/or financial status to establish the existence of other individuals (if any) qualified to serve as guardian or identify other alternatives to public guardianship; may develop and implement court-ordered recommendations for case disposition and the need for guardianship.
- Prepares legal pleadings for petitioning the court to establish, maintain, modify or terminate a legal guardianship; testify in court proceedings or arrange for witnesses to testify relative to the situation of wards or proposed wards.
- Assesses the financial and physical needs of wards through interviews with wards, relatives or other concerned individuals, to make eligibility determinations and coordinate available community resources and professional care to meet ward needs within their economic means; provide ongoing assessment of ward needs to maintains optimal quality of life and care within available resources.
- Manages the finances of wards, monitoring and documenting all transactions to ensure sufficient resources to pay claims and expenses; provide financial status reports to the courts in compliance with accepted fiduciary standards and Nevada Revised Statutes.
- Arranges for the sale of real and personal property through multiple listing services, public auction and related services, in compliance with Nevada Revised Statutes.
- Applies for all relevant Medicare, Medicaid, Veteran's and Social Security benefits; maintains and manages benefits as required.



PUBLIC GUARDIAN

ESSENTIAL FUNCTIONS: (continued)

- Monitors proposed legislation, laws and regulations pertaining to guardianship programs; develop opinion and positions on proposed legislation; serves on committees.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in business or public administration, or a related field; AND four (4) years of public social work experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Casework preparation, principles, objectives and practices.
- Principles and practices of legal guardianship and estate administration.
- State laws and County regulations applicable to guardianship and estate administration.
- Methods and techniques involved in the management of personal finances.
- Policies and procedures related to accounting and funds management.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Management of the affairs of county wards, meeting all relevant standards for care.
- Interviewing and interacting effectively with critically ill, mentally incapacitated or dying wards, maintaining
- Maintaining confidentiality, sensitivity and tact in communications regarding guardian cases.
- Reading, interpreting and applying pertinent laws, regulations and standards, including eligibility criteria, legal/financial
- Coordinating available community resources and services to meet ward needs.
- Researching information related to ward referrals and document findings.



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Skill in: (continued)

- Gathers, organizes, analyzes, and presents a variety of data and information in a clear, accurate and concise manner, both in oral and written formats
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with the public, in person and over the telephone.
- Using initiative and independent judgment within general policy guidelines.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Obtain Certified Guardian or Master Guardian certification within one (1) year of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in over the telephone; agility to physically assist with ambulation, mobility, entry and exit to vehicles and buildings.

Work is subject to performance outside of the office and extensive travel to various locations where wards reside; subject to exposure to unsanitary, hazardous, or hostile environments.