

Mental Health America of Northeast Indiana

Job Description (Outer Counties)

Position Title:	Professional Guardian
Reports to:	Director of Guardianship
Status:	Non-Exempt, Full-Time
Work Location:	Various NE Indiana Counties (75% travel outside Allen County).

GENERAL PURPOSE

Mental Health America of Northeast Indiana (MHANI) is hiring a Professional Guardian. The guardianship of the person is appointed to MHANI by the court. The Professional Guardian will be responsible for overseeing the guardianship and advocacy services for incapacitated adults living in the community under 24-hour supervision, who have no other family or friends available or willing to serve in their best interests. MHANI guardianship services protect, advocate and oversee community supports and care in the best person centered, least restrictive manner. The Professional Guardian will also oversee and manage volunteer advocates to ensure positive relationships with clients and community providers for the highest quality of life for the client. Knowledge pertaining to aging, elder law issues, public benefits, dementia, disabilities, advocacy, funding systems, residential facilities and human services is most beneficial.

MHANI is an equal opportunity employer. Working for MHANI is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at MHANI to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct initial and ongoing assessment and planning with and/or on behalf of clients to ensure the most person centered/least restrictive approach is implemented. Work with Adult Protective Services, courts, attorneys, etc. to assist in legal process of guardianship. Participate in Guardianship hearings in the Courts.
- Help to arrange for or ensure a safe place for client to live, medical care, clothing, food. Work with internal and external resources to preserve dignity and sustain quality of life of all clients. Attend client's interdisciplinary planning meetings to monitor implementation of the plan and progress of client and adjust plan as required.

- Visit clients face to face regularly and review client's health and well-being. Monitor provider care and work cooperatively with external caregivers to assure quality of life.
- Work with community medical/mental health providers to develop the best person centered/least restrictive plan for care of client and make medical decisions including end-of-life decisions for client as need arises and consult medical personnel and the client's support team to make the best possible decision for the client. Work with hospital, nursing home and funeral home to finalize funeral arrangements at the time of client's death. Complete, submit and collect appropriate documentation and if possible, attend funeral.
- Ability to collect and maintain data; analyze and solve problems; including personal, legal, medical, financial, SSI/Medicare/Medicaid, case notes and care provider documentations for client in an electronic data base system and hard copy central file. Monthly review and filing of documentation.
- Learn and apply new information and skills; and perform highly detailed work to document all meetings, proceedings and maintain necessary records as required by agency and State entities on a monthly, quarterly and annual basis.
- Maintain regular correspondence with any close friends/relatives of the client and keep them up to date on client's status as appropriate.
- Ability to build relationships with various organizations and agencies who serve the elderly and/or persons with disabilities in order to maximize MHANI exposure. Provide education for community facilities and other professionals on guardianship.
- Obtain all required certifications within established national, state and agency deadlines.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and dependable.
- Attend organizational, departmental, and committee meetings as directed.

Supervisory Responsibilities

This position does not have direct staff supervisory responsibilities.

Work Environment

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, varied. Evening and weekend work frequently may be required as job duties demand. 24/7 availability to be 'on call' to answer calls regarding clients needing assistance after hours and on weekends.

Travel

Travel is 75% in Adams, DeKalb, Huntington, LaGrange Noble, Steuben, Wabash, Wells, and Whitley Counties and 25% in Allen County.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in social work and/or related field and two years of experience in guardianship, case management, long-term care, healthcare, working with older adults or persons with disabilities required.
- Study for and apply for certification (within 12 mos.) through the National Guardianship Association.
- Demonstrated personal computer skills with MS Office applications and other common software applications.
- Excellent communication skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners and the public.
- Possess conflict resolution and cultural sensitivity skills.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct and appearance, reflecting MHANI's image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License and required minimum insurance coverage.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.