



Guardianship Supervisor

Salary Group: B21

Class Code: 5732

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GUARDIANSHIP SPECIALIST	5730	B19	\$42,244 - \$68,960
GUARDIANSHIP SUPERVISOR	5732	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs highly complex (senior-level) guardianship services and supervisory work. Work involves managing service delivery to proposed wards and wards of a guardianship services program through regular consultation with staff on complex matters including legal issues, casework activities, medical decisions, and financial affairs. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the work of staff, and confers with staff on program issues and problems in order to identify solutions.

Evaluates and manages program through routine and regular consultation with staff on legal actions, casework activities, medical decisions, and estate and financial matters to ensure compliance with policies, procedures, and service control requirements.

Interprets policies, procedures, rules, regulations, standards, and state and federal laws relevant to guardianship to staff, providers, public officials, and the public.

Monitors budgets and caseloads, prepares management reports, and conducts staff meetings.

Makes presentations and participates in community awareness activities to educate the public about the guardianship program.

Responds to inquiries and concerns from wards, their families, or other individuals regarding case actions or related issues as appropriate.

Reviews legal documents for filing with the court.

May attend and/or testify in court hearings.

May notify the court of special issues related to cases.

May prepare and deliver public awareness presentations regarding guardianship.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in guardianship services, including supervisory experience. Graduation from an accredited college or university is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal and state laws, rules, and regulations related to guardianship; and of community resources.

Skill in the use of a computer and applicable software, in interviewing, in conducting investigations and individual needs assessments, and in establishing and maintaining professional working relationships.

Ability to prepare reports, legal documents, and other paperwork; to testify in court; to write concisely; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Guardian by the Texas Judicial Branch Certification Commission.

May require certification as a National Certified Guardian.