

EMPLOYMENT OPPORTUNITY WITH MARICOPA COUNTY

Job Title: Guardian Administrator

Reference: 27814

Department: Public Fiduciary, Admin/Legal Coordination

Location Address

222 N. Central Avenue, Phoenix.

Salary

Hiring Range: \$17.04 - \$22.29 Per Hour

NOTE TO APPLICANTS: All offers of employment will be made within the hiring range. Offers above minimum are based on prior direct experience and budget availability. Offers cannot be negotiated above the maximum of the hiring range. The maximum earning potential for incumbents in this position is \$27.53 Per Hour.

Position Qualifications

Bachelor's degree in the Behavioral or Social Sciences, Human Services, or closely related field, and three (3) years of progressively responsible experience in community case management. Experience should include working with individuals with mental illness, developmental disabilities, physical disabilities, elderly, and substance abuse issues. An equivalent combination of education and job-related experience may substitute for the education requirement on a year for year basis. Requires proficient knowledge of guardianships, conservatorships, probate practices and procedures, principles and practices of property management; ability to investigate and obtain facts, evaluate data and draw appropriate conclusions; ability to develop and maintain effective working relationships with others; ability to communicate openly and effectively, orally and in writing; and, ability to work with physically or mentally incapacitated individuals and difficult relationships. Preference may be given to candidates certified as a National Certified Guardian with the Center for Guardianship Certification. The ideal candidate will have experience in the administration of guardianships, conservatorships, asset management, community resources and services, case management practices, intake and referral, crisis intervention strategies, and advocacy practices. NOTE: Must have a valid Arizona Driver's License.

ADDITIONAL NOTE: The successful candidate must complete the training and become certified with the Arizona Supreme Court Fiduciary Certification program in order to successfully complete their initial probation.

Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA).

Essential Job Tasks

Manages complex case management needs of caseload and provides consent for treatment for medical, dental, psychiatric, personal care, transportation, placement and coordinates service delivery. Conducts on site visits and quarterly visits to nursing homes, group homes, supervisory care and boarding homes, client residences, medical and psychiatric hospitals, urgent care and stabilization sites and family homes. Coordinates care with service providers and professionals as part of the treatment team. Develops, implements and monitors budget and spending plan for clients in line with income and client needs and reviews annual accountings. Completes documentation for client's social, health and medical status, quarterly visits, status of financial situation, benefits and updates demographic information in the system. Prepares and testifies at court hearings for caseload and as assigned. Documents and recommends need for crisis intervention, behavioral issues and unique needs as it relates to services and placement. Answers calls and questions concerning referrals and case management issues of guardianship and/or conservatorship matters. Attends staffings and discharge staffings as required and documents accordingly. Prepares reports detailing findings and recommendations for court intervention, reports of guardian and case reviews. Researches and documents information pertaining to treatment planning, behavioral interventions, benefits, assets and income. Investigates referrals for guardianship and/or conservatorships as assigned and determines propriety of the appointment of the Public Fiduciary as Guardian and/or Conservatorship. Interviews clients, friends, relatives and physicians of prospective clients to obtain complete social and medical histories. Reviews and analyzes document and consults

with attorneys and financial institutions to determine a client's financial status. Consults with court appointed attorney regarding referrals.

Selection Procedure

The Maricopa County Workforce Management & Development Department (formerly Human Resources) reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be scored based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a pool provided by Workforce Management & Development.

Filing Process

Your completed online application must be submitted prior to midnight on the identified recruitment closing date, if any. Applications are only available through the Maricopa County eRecruit system, <http://www.maricopa.gov>. You must have a valid e-mail address to submit your application or check the status of your application online.

If you need assistance completing your application or assistance accessing Maricopa County eRecruit, please visit the Employment Services Division of the Workforce Management & Development Department, located in Suite 200 of the County Administration Building, 301 W. Jefferson St., Phoenix, Arizona, 85003-2145. Computer kiosks are available for completing and submitting applications using eRecruit during normal business hours, Monday through Friday, 8:00am - 5:00pm, excluding weekends and observed holidays.

Note to Employees

Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

In accordance with Maricopa County's compensation philosophy, employees whose current positions are in the same Market Range Title (MRT) as the position for which they are applying will not be eligible for a pay increase. Such employees may transfer laterally (i.e., at their same salary) into the new position, but only if the employee's salary can be fully absorbed by the hiring department's budget without the need for an additional appropriation.

What Happens To Application

Once submitted, your application will be reviewed by a recruitment analyst. To review the status of your applications or recruitment actions, please return to the eRecruit system and log in with your e-mail address and password. You may then click the link for "View Application Status."

Equal Employment Opportunity

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer.

The Maricopa County Workforce Management & Development Department (formerly known as the Human Resources Department) provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Employment Services Division at 506-3755 or 506-1908 (TT) if you believe you may require such assistance.

Application Deadline: Open until filled