



Guardianship Specialist

(Non-Civil Service Position)

Aging and CARE Services

The Baltimore City Health Department (BCHD) seeks a Guardianship Specialist for Aging and CARE Services. The selected applicants serves as the Guardian of the Person for individuals age 65 and over who have been adjudicated as mentally or physically disabled to make decisions regarding their basic needs. As the Guardian of the Person the program is primarily responsible for assuring clients are residing in the least restrictive environment to meet their needs and are receiving appropriate health care and treatments. Clients are monitored regularly. The Guardianship Specialist shall assist individuals with developing comprehensive person-centered plans of service that include both State and local community resources, coordinating the transition from an institution to the community, and maintaining community support throughout the individual's participation in services.

Essential functions include:

- Performing initial assessment/investigation of alleged disabled adults
- Providing long term case management to clients in various living environments
- Arranging for and consenting to appropriate medical care and treatments
- Maintaining case records notes, correspondence, financial information, medical reports and legal documents
- Maintaining appropriate data in the AIM database
- Preparing and presenting reports at the Adult Public Guardianship Review Reports as required by Guardianship Statute
- Providing after hour and weekend coverage on a rotating basis

Successful candidates should have:

- Case management or support planning experience
- Interest in serving older adults and persons with disabilities
- Time management and organizational skills
- Ability to grasp laws, statutes, program policies and apply them appropriately
- Ability to learn medical terminology
- Good computer skills as well as good written and oral communication skills
- Ability to work effectively as a team member and leader
- Ability to work effectively with physicians, attorneys and other professionals

Qualifications:

- A bachelor's degree from an accredited college or university in human services, social work, social service or field of gerontology
- Three years of experience in coordinating, monitoring and processing cases involving the provision of a safe, healthy and social environment.

Starting Salary is \$38,152.00. An excellent fringe benefit package accompanies the salary.

Note: This is a Non-Civil Service grant-funded position for up to two years. Future funding for this position is not guaranteed.

Interested candidates should submit a cover letter and resume on or before close of business **December 13, 2017**:

Baltimore City Health Department
Division of Aging and CARE Services
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