



Non-Civil Service Guardianship Specialist for the Division of Aging and CARE Services

The Baltimore City Health Department (BCHD) seeks a Guardianship Specialist for Aging and CARE Services.

The selected applicants shall work as a Guardianship Specialist. CARE Services serves as the Guardian of the Person for individuals age 65 and over who have been adjudicated as mentally or physically 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 Support Planner 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 supports throughout the individual's participation in services.

This is a unique opportunity to be part of a team of dedicated public servants committed to having an immediate and lasting impact on their community.

Essential functions include:

- Perform initial assessment/investigation of alleged disabled adults
- Provide long term case management to clients in a various living environments
- Arrange for and consent to appropriate medical care and treatments
- Maintain case records notes, correspondence, financial information, medical reports and legal documents.
- Maintain appropriate data in the AIM data base
- Prepare and present reports at the Adult Public Guardianship Review Reports as required by Guardianship Statute.
- Provide 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
- 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 and 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 annually. An excellent fringe benefit package accompanies the salary.

Interested candidates should submit a cover letter and resume to:

Baltimore City Health Department
Division of Aging and CARE Services
417 E. Fayette Street, 6th floor
Baltimore, Maryland 21202
Victoria.Russell@baltimorecity.gov

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