

Title: Public Guardian
Department: Presque Isle County Probate Court **Updated:** 05/2019
Division: Office of Public Guardian
Bargaining Unit: Appointed Official

POSITION SUMMARY:

The Public Guardian is the person appointed by the Probate Court as the legal guardian and/or conservator for an individual (the "ward"). The individual requiring a guardian or conservator may include the developmentally disabled, legally incapacitated, elderly, those with mental health concerns, minors, and those otherwise deemed by the Court to be in need of protection of person or property. The Public Guardian is responsible for the coordination of services to the wards including: legal, medical, financial, social and psychiatric services. As conservator, the Public Guardian oversees the management and protection of the ward's assets. The current caseload is 40-50 clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with Social Security Administration, MDHHS, AFC homes and various agencies to manage the ward's finances, health and living care.
- Responsible for the management of the ward's finances and make investments/expenditures that are in the ward's best interests.
- Document income and expenses.
- Supervise and assist wards with everyday living issues as required.
- Arrange and provide transportation for the wards when the need arises.
- Prepare court reports correctly and on time.
- Present the reports to the Probate Judge at court hearings.
- Supervise the receipt and disbursement of all funds received from various sources.
- Maintain accurate records of all cases and submit required reports in a timely manner.
- Attend all meetings as required.
- Exercise sound financial judgement.
- Exercise sound decision making in stressful situations.
- Provide effective and friendly service to the wards.
- Other duties as assigned.

EXPERIENCE, SKILLS, EDUCATION:

- Two years post-graduate education or equivalent, preferred.
- Two years of case management experience or equivalent, preferred.
- Understanding of the operation and procedures of Probate Court.
- General understanding of the laws pertaining to the mentally ill, guardianships and conservatorships.
- Ability to effectively collaborate with various public and private agencies involved with providing mental health and public assistance services.
- Ability to interpret applicable federal and state regulations.
- Ability to implement data, understand and work a data processing system and analyze data.
- Analyze problems, evaluate alternatives and implement sound solutions.
- Prepare and present reports.
- Proficient writing, reading, mathematical skills.
- Proficient computer skills.
- Ability to work, research and problem solve independently.
- Ability to prioritize and time manage.

- Experience with managing stressful situations.
- Knowledge of basic administrative tasks: operate standard office equipment; document management; prepare and maintain records, various correspondences and reports; answer general inquiries and refer as necessary; answer telephone calls.

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position and maintain reliable transportation.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

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 with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Normal office hours are from 8:00 a.m. through 4:30 p.m.
- Work is not limited to normal work hours.
- The noise level in the work environment is moderate with many interruptions.

Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is the policy of Presque Isle County not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is a protected veteran.

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