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**TITLE: Case Manager - Portage County Guardianship Service Board**

**DESCRIPTION:**

The Portage County Guardianship Service Board was created by the enactment

of R.C.2111.52, effective March 22, 2019. The Board was formed to administer a public guardianship program to serve mentally incompetent wards of Portage County. As appointed by the Probate Court, the Portage County Guardianship Service Board serves as guardian for an incapacitated adult and administers guardianship services through the utilization of Case Managers under the direction of the Executive Director.

**ESSENTIAL JOB FUNCTIONS:**

**INTAKE DUTIES AND RESPONSIBILITIES:**

1. Receive referrals from the Probate Court and its partner agencies for appointment of a public guardianship and input data and communications into case management system.
2. Contact all referring parties.
3. Complete thorough next-of-kin search to identify family members who may be willing to serve as guardian.
4. Ensure all required documentation is completed and prepared for Court filings.
5. Prepare for and attend guardianship hearings.
6. Input and track case data pertaining to intake process
7. Document all communications into case management system.

**ONGOING DUTIES:**

1. Complete biopsychosocial assessments to identify potential client needs, preferences, cultural and religious views, and any other supports involved in the client’s life.
2. Develop care plans for services and supports beneficial to the client
3. Refer clients to appropriate treatment and service providers.
4. Collaborate with community agencies, including outpatient mental health providers, Developmental Disabilities (DD) providers, nursing facilities, and hospitals as needed to assist with care coordination.
5. Visit clients at a minimum monthly or more frequently as needed.
6. Prepare timely Probate Court reports for compliance with Court rules.
7. Communicate effectively with client’s family and social services contacts.
8. Participate in training, consultation, and activities with PCGSB volunteers.
9. Regularly reviews client caseload with Executive Director to consult on day-to-day case management and major life decisions regarding clients.
10. Make consent decisions for clients in accordance with internal policies.
11. Provide on-call availability after hours and weekends as needed.
12. Perform other duties as assigned by the Executive Director or the Board.

**JOB REQUIREMENTS:**

1. Critical thinking capabilities and strong communication skills.
2. Dedication to working in public service.
3. Proficiency in operating a personal computer and Microsoft Office products, including Word, Outlook, Excel, and Teams.
4. Strong interpersonal, problem solving and organizational skills.
5. Ability to maintain utmost confidentiality and discretion.
6. Demonstrated dependability, reliability, and excellent attendance record.
7. Professional appearance and demeanor.
8. Interact and maintain working relationships with the Probate Court, lawyers, healthcare providers, social service agencies, volunteers and community partners.
9. Reliable transportation and a valid Ohio Driver’s License.
10. Must pass a criminal background check, including driving record and pre-employment drug test.

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s degree in social work or a related field preferred.
2. Excellent customer service and communication skills
3. Experience working with populations served by the Alcohol, Drug Addiction and Mental Health Board of Portage County, the Portage County Board of Developmental Disabilities, or the Probate Court of Portage County
4. Social work or social services experience preferred.
5. Working knowledge of local or regional treatment and service providers
6. Experience with hospitals, nursing facilities, or other healthcare providers and healthcare settings.
7. Experience working with local agencies that provide healthcare or social services for incapacitated adults.

**SALARY:**

$20.00/hr + depending on education, experience and qualifications as determined by the Executive Director.

**BENEFITS**:  
P.E.R.S., health insurance coverage available, and paid vacation after first year of public service.

**EOE STATEMENT**:

Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

Please submit a resume and cover letter when completing the online application.  
APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.