

<b>Job Title</b>	<b>Guardian Case Manager</b>
<b>Employer/ Agency</b>	<b>HARRIS COUNTY</b>
<b>Job Description</b>	<p>Under supervision of the Guardianship Supervisor, the guardian case manager will oversee and coordinate legal, medical, financial, social, and psychiatric case management services fulfilling the role and duties of Guardian for diverse populations of individuals with varying degrees of disabilities and challenging life circumstances who have been declared wards of Harris County. The case manager is responsible for completing the legal requirements of a Guardian overseeing and monitoring the verification of the assets of wards and managing wards' estates in compliance with the Texas Estates Code.</p> <ul style="list-style-type: none"> <li>• Develops, implements, and manages the Initial Ward Care Plan for all new guardianship cases which is tailored to meet the ward's individual needs and level of functioning for shelter, clothing, food, and medical, social, educational, legal and psychiatric care:</li> <li>• Establishes and monitors living arrangements that are in the best interest of the ward. This may include removal from current residence to another domicile such as a group home, nursing home or a more structured facility.</li> <li>• Monitors the living condition of assigned wards to ensure that he/she is receiving care, comfort, and supervision, and that their basic needs of food, shelter and medication (if needed) are met, whether the ward resides alone, in a group home, a nursing home or in a more restrictive facility.</li> <li>• Coordinates and consents to medical and psychiatric treatment of the wards.</li> <li>• Prepares and maintains comprehensive, accurate and timely case documentation including petitions, court reports, correspondence and case notes, prepares documentation necessary to present to the courts to establish guardianships and may appear and testify in court proceedings.</li> <li>• Provides and serves as ward's rights advocate:</li> <li>• Applies for all public and private financial and medical benefits.</li> <li>• Makes referrals to community health, social services, state agencies, benefit carriers and other agencies identified in the plan of service.</li> <li>• Fulfills the financial powers and duties of a Guardian:</li> <li>• Researches and secures all available incomes and insurance benefits.</li> <li>• Changes the payee or ensures appropriate payee is assigned for all incomes.</li> <li>• Completes requests for payments to all vendors.</li> <li>• Oversees and maintains wards' estates by securing and inventorying real and personal property, following guidelines of the Texas Estates Code, maintaining records of assets and debits for the estate, selling real/personal property, and monitoring the ward's bank accounts.</li> <li>• Completes and updates Ward Care Plans, Residential Facility Agreements, Annual Reports, Annual Inventories and other documents accurately and timely. Documents all financial and personal property information in Evolv and files items in case records maintaining an up-to-date ward file.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides on-going case management to ensure the well-being of wards assigned including conducting monthly visits and inspections of wards' residences.</li> <li>• Upon the ward's death, ensures that all funeral arrangements are made, all documents related to the death of a ward are completed and filed appropriately, known family members and all parties involved in the funeral process are notified, attend funeral services, and ensures that the deceased ward is buried or cremated as timely as possible.</li> <li>• Completes final report and closes case within established time lines.</li> <li>• Develops and maintains professional relationships with internal and external stakeholders such as residential facilities, care providers, county attorneys, judges and court staff, Social Security Administration, Veteran's Administration, Medicaid, Medicare, private pension and medical insurance companies, clients, and the community.</li> <li>• Attends and participates in all mandated trainings, work groups, staff development/training activities to enhance skills and develop professional knowledge.</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a social science arena, e.g., social work, psychology, sociology, criminal justice or closely related field.</li> <li>• One (1) year of case management experience in a social service setting.</li> <li>• Knowledge of county, state, and federal laws, Texas Estates Code, statutes, rules, and standards governing guardianship.</li> <li>• Knowledge of principles, practices, and techniques of case management and administration, case management documentation and records management.</li> <li>• Ability to establish and maintain effective relationships with residential facilities, care providers, family members, benefit carriers, government officials and departments, community partners and resources, and the general public.</li> <li>• Skill in analyzing, interpreting, and applying Texas Estates Code and Guardianship Standards.</li> <li>• Skill in self-discipline, dependable, and ability to work independently, manage multiple projects, and prioritizing multiple tasks and demands.</li> <li>• Successfully complete the Texas Guardianship Certification Exam through the Texas Judicial Commission Certification Board within two (2) years of employment (Texas Government Code Chapter 155).</li> <li>• A valid driver's license, reliable transportation and liability insurance.</li> </ul>
<b>Salary/Hours</b>	<ul style="list-style-type: none"> <li>• \$38,334.40 --\$41,454.40 Bachelor's Degree</li> <li>• \$41,454.40--\$45,635.20 Master's Degree</li> </ul>
<b>Employer/Agency</b>	<b>HARRIS COUNTY</b>
<b>Address</b>	1310 Prairie Street, Ste. 170
<b>City, State, Zip</b>	Houston, TX 77002
<b>Telephone Number</b>	713-274-5444

**UNIVERSITY**of **HOUSTON**  
**GRADUATE COLLEGE** of **SOCIAL WORK**

<b>Email Address</b>	<a href="mailto:employment@bmd.hctx.net">employment@bmd.hctx.net</a>
<b>Application Method</b>	<a href="http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&amp;JobID=1719048">http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&amp;JobID=1719048</a>
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.