

Guardian of the Person Care Manager

EMPLOYER AFFILIATE: North Shore Senior Options

REPORTS TO: Managing Director, Senior Options

FLSA STATUS: Non-exempt

LOCATION: Northfield, IL

PT/FT: Part-time, 21-28 hours/week

SUMMARY: In alignment with the North Shore Senior Center's mission and values, the **Guardian of the Person Care Manager** provides all functions related to court-assigned guardian-of-the-person clients and provides care management to non-guardian clients as needed.

DUTIES AND RESPONSIBILITIES:

- Interviews, selects and monitors in-home staff to ensure client needs are met
- Assists clients with transitioning from current housing to more appropriate housing as necessary
- Coordinates clients' health & medical care
- Arranges recreational and social activities for clients
- Responds to emergency situations
- Plans for future needs of clients
- Provides family communication support, if applicable
- Arranges transportation to medical and other appointments
- Advocates for client needs
- Works with Cook County and other county courts that assign Guardianship-of-Person cases
- Refers to appropriate services for legal, financial and other needs
- Provides care management for non-guardian clients as needed
- Performs other related duties as assigned by management

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BA, BS, BSW) from four-year college or university in social work or related field, and at least 3 years of related experience as a Guardian of the Person Care Manager
- Master's Degree (MA, MSW) in social work or related field, preferred
- Certificates, licenses and registrations required: Certification in Professional Guardianship; Current CPR/AED and First Aid certification (may be obtained within 1 month of hire)
- A minimum of three years' experience in agency guardianship work
- Computer skills required: Knowledge of basic computer programs including the Microsoft Office suite of programs.
- Other skills required:
 - Knowledge of aging processes

- Experience working with clients at home in the community setting
- Passion for working with and serving older adults
- Knowledge of HIPAA privacy rules and ability to maintain records and information accordingly
- Sensitivity to cultural diversity
- Availability to provide services outside of the normal business hours of 9am-5pm
- Ability to use current mobile technology such as smartphone, tablet and laptop to enhance communication with families, and to access the agency's information system and resources from remote locations in order to provide services more efficiently and effectively
- Current driver's license, current vehicle insurance and access to a reliable car; Driver's license and insurance will be verified post offer, prior to hire; driving record will be reviewed post offer, prior to hire and annually thereafter
- Provide on-call support to guardianship and ongoing clients

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.