Guardianship Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
GUARDIANSHIP SPECIALIST I	5730	B19	$48,244 - $76,028
GUARDIANSHIP SPECIALIST II	5731	B20	$51,158 - $81,351
GUARDIANSHIP SPECIALIST III	5732	B21	$54,278 - $87,046

GENERAL DESCRIPTION

Performs guardianship services work obtaining information and conducting evaluations of an individual's capacity and need for guardianship services, assuming care and control in all aspects of a ward's life, and handling financial affairs and the estate of a ward.

EXAMPLES OF WORK PERFORMED

Assesses the need for guardianship on new referrals and explores alternatives to guardianship.

Advises, counsels, and interviews wards, family members, and others to gather social, functional, physical, and mental information for evaluation.

Assumes care, control, and protection of wards, including arranging for shelter, basic health, and safety needs; handling and arranging medical and psychiatric care; facilitating efforts for education, training, and rehabilitative and social services; and making end-of-life decisions.

Maintains contact with every ward in assigned caseload, including regular face-to-face contact.

Prepares and maintains documentation on ward-related activity.

Prepares legal documents and assists in filing documents with courts.

Manages estates and financial affairs of wards, including property, taxes, and end-of-life decisions.

Notifies courts of special issues related to cases.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey and senior levels include the degree of independence in performing the work, the scope of responsibility, the complexity of the work performed, and the employee's related experience, education, and certifications. Other factors may include the type, nature, scope, or sensitivity of the assigned caseload.*

GUARDIANSHIP SPECIALIST I: Performs routine (journey-level) guardianship services work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may assist others in performing work of greater complexity.

GUARDIANSHIP SPECIALIST II (Added 9-1-2023): Performs complex (journey-level) guardianship services work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level, may routinely assist other staff in performing work of greater complexity, and may:

- Monitor the ward's treatment plan.
- Testify in court hearings related to guardianship.

GUARDIANSHIP SPECIALIST III (Added 9-1-2023): Performs highly complex (senior-level) guardianship services work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may coordinate work activities related to guardianship projects and may serve as a lead worker providing guidance to less experienced staff. Employees at this level frequently use their specialized expertise to advise management on a variety of issues necessary to ensure a consistent, statewide implementation of rules, regulations, and policies. Employees at this level may also oversee or work on some of the most complex, challenging cases and may:

- Serve as a liaison between the agency and community groups to promote the needs of assigned wards.
- Interpret related laws and procedures to the community and other service organizations.
- Focus on researching community resources, such as mental health treatment facilities, specialized small group homes throughout the state for difficult-to-place clients, rehabilitation and educational programs that benefit disabled individuals, nursing facilities, and low-income housing.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of federal and state laws, rules, and regulations related to guardianship; agency policies and procedures; and community resources.
- Skill in the use of a computer and applicable software, and in establishing and maintaining professional working relationships.
- Ability to prepare reports, legal documents, and other paperwork; to testify in court; to write concisely; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as Certified Guardian by the Texas Judicial Branch Certification Commission.