Guardianship Supervisor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
GUARDIANSHIP SUPERVISOR I	5735	B21	$54,278 - $87,046
GUARDIANSHIP SUPERVISOR II	5736	B22	$57,614 - $93,138
GUARDIANSHIP SUPERVISOR III	5737	B23	$61,184 - $99,658

GENERAL DESCRIPTION

Performs guardianship services and supervisory work involving managing service delivery to proposed wards and wards of a guardianship services program through regular consultation with staff on complex matters including legal issues, casework activities, medical decisions, and financial affairs.

EXAMPLES OF WORK PERFORMED

Oversees the work of staff and confers with staff on program issues and problems in order to identify solutions.

Evaluates and manages programs through routine and regular consultation with staff on legal actions, casework activities, medical decisions, and estate and financial matters to ensure compliance with policies, procedures, and service control requirements.

Interprets policies, procedures, rules, regulations, standards, and state and federal laws relevant to guardianship to staff, providers, public officials, and the public.

Monitors budgets and caseloads, prepares management reports, and conducts staff meetings.

Makes presentations and participates in community awareness activities to educate the public about the guardianship program.

Responds to inquiries and concerns from wards, their families, or other individuals regarding case actions or related issues as appropriate.

Reviews legal documents for filing with courts.

Supervises the work of others.

May attend and/or testify in court hearings.

May notify courts of special issues related to cases.

May prepare and deliver public awareness presentations regarding guardianship.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Employees serve in a lead or supervisory role. Factors that may distinguish between levels include the degree of independence in performing the work; the complexity of the work performed; the scope of responsibility, oversight, and authority; the nature, complexity, or scope of the work performed by the supervised workgroup; the assigned practice area or division; the level of involvement in guardianship service operations; the decision-making responsibility and level of supervision exercised; the nature, scope, sensitivity of the overseen or assigned cases; and the employee's related experience, education, and certifications. Other factors may include reporting relationships among other supervisory/managerial staff and the size, structure, and classification of the supervised workgroup.

GUARDIANSHIP SUPERVISOR I: Performs highly complex (senior-level) guardianship services and supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

GUARDIANSHIP SUPERVISOR II (Added 9-1-2023): Performs advanced (senior-level) guardianship services and supervisory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

GUARDIANSHIP SUPERVISOR III (Added 9-1-2023): Performs highly advanced (senior-level) guardianship services and supervisory work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

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, in interviewing, in conducting investigations and individual needs assessments, and in establishing and maintaining professional working relationships.

- Ability to prepare reports, legal documents, and other paperwork; to testify in court; to write concisely; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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

May require certification as a National Certified Guardian.