



Guardianship Specialist

Salary Group: B19

Class Code: 5730

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GUARDIANSHIP SPECIALIST	5730	B19	\$42,244 - \$68,960
GUARDIANSHIP SUPERVISOR	5732	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs complex (journey-level) guardianship services work. Work involves 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. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assesses the need for guardianship on new referrals and explores other options as 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 but not limited to 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 the court.

Manages the estate and the financial affairs of wards, including but not limited to property, finances, taxes, and end-of-life decisions.

Notifies the court of special issues related to cases.

May attend and/or testify in court hearings.

May prepare and deliver public awareness presentations regarding guardianship.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in guardianship services. Graduation from an accredited college or university is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of federal and state laws, rules, and regulations related to guardianship; of agency policies and procedures; and of 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.