

SENIORS FIRST, INC. JOB POSTING

DIRECTOR OF GUARDIANSHIP

Summary: Responsible for directing all aspects of legal guardianship for the program's court-appointed wards. Bachelor's degree in Legal Studies, Public Health, Social Work, Psychology, or closely related field. Possess knowledge of guardianship and probate law. Three years of supervisory experience. Work experience may substitute for formal education. Meets all requirements of the State of Florida to be registered as a "Professional Guardian," including: attending a 40 hour Guardianship class, passing the National Guardianship examination (or receiving waiver by the State of Florida). Allowing investigation of credit history and background check in accordance with provisions of Statute 435.04 and Statute 744. Every 2 years must receive a minimum of 16 hours of continuing education and submit to credit history and Level II background screening. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance. Ability to network and communicate with all levels of legal system and community resources. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting up to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, tobacco smoke, animals and adverse environments.

Essential Functions

- Maintains Department results by analyzing department operations, establishing and maintaining department planning, obtaining facts, analyzing and identifying problems, designing solutions, and enforcing department standards.
- Reviews guardianship referrals and conducts assessments.
- Communicates on behalf of all wards, with community professionals (doctors, attorneys, social workers, government agencies, etc.).
- Treats clients, staff and others with dignity and respect.
- Attends court hearings on behalf of the proposed ward.
- Conducts daily communication with guardianship staff.
- Provides for emergency coverage on behalf of the wards on a 24 hour basis as scheduled.
- Together with the personnel at the home-care setting of each ward oversees the total care of each ward, assuring safety, well-being, and treatment with dignity and respect.
- Drafts court pleadings and orders to assure all legal requirements are met and documentation is submitted according to court requirements for all wards.
- Assures that the agency, as public Guardian, remains in compliance with the contract and reporting requirements of the statewide public guardianship office.
- Assures that the 8 hour Guardianship class conducted for the Ninth Circuit Court meets the guidelines of the court.
- Assures attainment of all unit objectives and program requirements for each funding source, reporting units by deadlines dictated by management.

Other Related Knowledge/Skills/Abilities

- Assumes responsibility of management and supervision of volunteers working for the department.
- Attends all administrative, supervisory, and department meetings, conferences, trainings, seminars and other activities as required.
- Assumes responsibility for professional growth and development.
- Maintains HIPAA compliance according to agency policies and procedures.
- Attends regular staff meetings. Attends all supervisory meetings and conferences as requested.
- Some evening, weekend, and holiday hours are required for 24 hour coverage on call, special projects and programs.
- Excellent organizational skills and a strong attention to detail.
- Strong supervisory skills with ability to give direction and delegate responsibility.
- Ability to handle multiple projects with demonstrated time management skills.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to handle difficult and stressful situations and react in a calming manner.
- Strong knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency.
- Customer service oriented.

This is a full time exempt position working Monday through Friday 40 hours a week.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, credit check and a Level 2 background screening.

Position Opens: February 18, 2025

Position Closes: April 18, 2025

Internal applicants see HR. **Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. Please do not direct any other general employment related questions to this email and/or phone number. Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.