

SENIORS FIRST, INC. JOB POSTING

GUARDIANSHIP CASE MANAGER

Job Summary: Represents the department in all duties assigned by the courts. Master's degree in Social Work, Gerontology, Psychology or Nursing. Meets all requirements of the State of Florida for Public Guardianship, including submission to an investigation of credit history and Level II Background Screening in accordance with provisions of statute 435.04 and statute 744. Every 2 years must submit to investigation of credit history and Level I Background Screening or at any other time required by the court. A valid Florida Driver's License; a clean driving record, reliable transportation and proof of auto insurance. Working knowledge of MS Office Suite. Including but not limited to Word, Excel, and Access. Must be able to learn other software programs required by the department. 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

- Performs assessment and evaluation for potential guardianship.
- Apprises nursing home, hospitals and other care facilities of guardianship responsibilities on new wards.
- Treats wards, staff and others with dignity and respect.
- Attends care plan meetings in nursing homes as required by law.
- Interacts with DCF Medicaid staff regarding ward's financial assistance, Medicare, VA, and Social Security.
- Drafts annual and initial plans on each ward.
- Make medical appointments, arranges for appropriate transportation, discusses procedures, diagnosis and prognosis with medical personnel.
- Acts as advocate on behalf of ward in handling all fiduciary and case management responsibilities required for ward's care.
- Visits wards in nursing homes or other home care settings at intervals mandated by statute.
- Visits wards in hospital (during confinement).
- Prepares paperwork for indigent burial planning or private arrangements for wards.
- Communicates with family on behalf of the ward.
- Responsive to emergencies on part of the wards on a rotating 24 hour basis.
- Documenting information/case notes/ maintaining spreadsheets and records.
- Make informed healthcare decisions for wards, including end of life decisions
- Attend court hearings when necessary.
- Assesses appropriateness of facilities for ward placement, evaluate level of care changes
- Locate appropriate services for Day Program, Vocational and APD centers.

Other Related Knowledge/Skills/Abilities

- Submits all required reports in a timely manner.
- Maintain assigned client reports during emergency or unusual demand periods.
- Attends staff meetings, seminars as required.
- Some evening, weekend, and holiday hours are required for 24 hour on-call service, special projects and programs.
- Performs all other duties as assigned by supervisor.
- Organized, detailed, able to multi-task.
- Able to work in stressful situations and have the ability to react in a calming manner.
- Knowledge of guardianship law and gerontology as well as case management procedures.
- General medical knowledge, ability to learn medical terminology and basic understanding of medical interventions.
- Ability to determine emergency situations - abuse/neglect, food and shelter. Understanding of the elderly and/or disabled individuals.

This is a full time position working Monday – Friday at 40 hours a week.

Position Opens: January 9, 2026 Position Closes: March 9, 2026

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screening (see <https://info.flclearinghouse.com/>).

All interested applicants should apply at: hr@seniorsfirstinc.org or Indeed.com. 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