

## **SENIORS FIRST INC JOB POSTING**

### **Behavioral Health Case Manager (Guardianship)**

Veterans Preference

**Summary:** Represents the department in all duties assigned by the courts. Some evening, weekend, and holiday hours are required for 24 hour on-call service, special projects, and programs. Bachelor's degree with a major in Social Work, Psychology, Counseling, Criminal Justice, Nursing, Rehabilitation, Special Education, Health Education, or a human service related field. Minimum 2 years' field experience working with a challenging population, e.g., mental health, substance abuse or behavioral problems, including the homeless. 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. 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 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 and Related Skills/Abilities**

Manages case load consisting of Wards with challenging mental health, substance abuse, or behavioral problems, including the homeless. 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.

Makes medical appointments, arranges for appropriate transportation, and 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.

Able to work in stressful situations and can 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 40 hours per week.

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

**Position Opens: April 24, 2024      Position Closes: June 24, 2024**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org) or Indeed.com. Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, EOE-F/M/Disabled/Vet/AA/E-Verify**

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](mailto: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.