

# FAMILY ELDERCARE

## Director of Guardianship

### Job Description



Job title: Director of Guardianship	Reports to: Chief Executive Officer
Program: Guardianship	Work Location: Rutherford Office
Position Status - Full-time FLSA Classification- Exempt	Salary Range: \$91,000 - \$116,000

The Director of Guardianship directs and oversees services of the Guardianship Program to include Care Management, Estates, Clerical and Legal support. They are responsible for developing, tracking and reporting on contract outputs, outcomes, and performance measures. The Director also develops strategic plan goals, tracks and reports results while maintaining revenue and expenditures within an established budget.

#### **Essential Duties and Responsibilities:**

- Drive development, implementation, and modification of program processes and procedures.
- Provide direct supervision of program leadership staff, supporting managers with hiring, evaluations, and performance improvement plans as needed.
- Develop an annual program budget, monitor revenue and expense.
- Participate in Executive and Leadership Team meetings, sharing input on Guardianship practices and mission-focused opportunities.
- Participate in Board of Directors meeting as needed and requested by CEO.
- Actively explore program funding opportunities.
- Respond to internal and external Guardianship Program audits, correcting deficiencies, and improving subsequent audit results.
- Identify staff knowledge and skills necessary to carry out Guardianship responsibilities and provide training opportunities to enhance and improve staff performance.
- Evaluate performance of direct reports, providing timely and meaningful feedback with development goals designed to stretch potential.
- Interview, select, and retain new employees filling vacancies.
- Promote Family Eldercare's expertise by participating in community events and relevant professional organizations.
- Perform special projects as assigned.

#### **Minimum Education, Skills, and Experience:**

- Texas Certified Guardian (or Guardian ad litem certification, if an attorney)
- Bachelor's degree in Human Services or related field. Master's Degree preferred.
- Seven (7) years' social services experience with aging and/or developmentally disabled individuals; 5+ in community nonprofit environment and exposure to Probate Court system.
- Five (5) years of supervisory experience with strong leadership competence.
- Experience developing policies, procedures, and implementing strategies to accomplish goals.
- Knowledge of Medicaid, SSA, SSDI, 551, VA Benefits.
- Proficient in Microsoft Office software applications and Outlook features

#### **Competencies:**

- Commitment to Family Eldercare's mission, vision, values, and programs.
- Ability to lead, mentor, and supervise staff.
- Cultivate and maintain effective working relationships, and fostering a cooperative work environment.

- Strategic, solutions-focused, and critical thinking.
- Respect for diversity and inclusion.
- Impactful in a changing environment.
- Uncompromising adherence to ethical principles.
- Knowledge of community services, resources, and entitlements and how to access them.
- Ability to advocate for client's best financial interest, manage finances judiciously and conservatively.
- Ability to develop conscientious client budgets.
- Ability to maintain accurate and timely financial records that meet legal and financial guidelines.
- Ability to learn and demonstrate knowledge of the Probate Court system.
- Ability to work independently, organize work efficiently, prioritize response to changing needs of clients.
- Ability to conduct productive interviews, develop evaluations, and provide performance coaching.
- Ability to develop productive relationships with clients, staff, and volunteers.
- Ability to keep accurate and organized records.
- Ability to interact in a positive manner in person and on the phone.
- Ability to articulate clearly in both verbal and written communications.
- Ability to make constructive use of professional supervision.

**Working Conditions/Physical Requirements:**

- Ability to drive to external locations for company business as needed.
- Ability to spend a significant amount of time on a computer and phone.
- Work occurs in both office settings and off site, conducting duties related to Guardianship services.
- Primary work location is on-site. Hybrid arrangement will be available after 6 months.
- Off site visits may include the court, clients' homes, real estate property owned by clients, long term care facilities, financial institutions and other sites related to providing fiduciary services. Requires a significant amount of face-to-face interaction and phone contact with program staff, clients and outside professionals.
- Frequently involves coordination or participation in physical tasks related to asset management or disposal of personal property (i.e. lifting, hauling, cleaning). Periodically requires visits to properties that have been poorly maintained by clients where unclean conditions often exist (filth, pests, foul odors, etc.)
- Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 30 lbs.