



## JOB POSTING Staff Guardian

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### Company Description

A mission-driven organization, Lutheran Metropolitan Ministry (LMM) serves people in Northeast Ohio and walks with them on their road to self-sufficiency. LMM helps empower people to overcome barriers, obtain job skills, gain employment, locate safe and stable housing, access counseling and support services, stay out of prison, and secure second chances in community. Our mission is to promote shalom (peace, well-being) and justice (right relationships) through a Christian ministry of service and advocacy with those who are oppressed, forgotten and hurting.

### Position Summary

Reporting to the Guardian Supervisor, the Staff Guardian serves as the legally appointed Guardian of Person for incompetent adults and acts in accord with their best interest as an advocate and substitute decision-maker in the care and management of their ward's personal and/or financial affairs. Guardianship Services provides services to residents of Cuyahoga and Lorain counties.

### We are looking for 2 Staff Guardians (1 full-time & 1 part-time) to join our team, some of the duties include:

- Manages a full or partial caseload of wards
- Regularly visits with wards. Routinely requires visits to 4-6 different community locations daily (some locations outside of Cuyahoga County)
- Contacts/intervenes with family members and other service providers
- Arranges for benefits and other entitlements for which the ward needs and is eligible
- Makes decisions (e.g. appropriate living arrangement, medical care, funeral arrangements) for wards as required
- Communicates all major life decisions regarding wards to supervisors, prior to acting on the decisions (i.e. move from nursing home to community, major medical decision)
- Attends guardianship hearings at Cuyahoga County Probate Court
- Prepares and maintains, through the database, a record of all work-related activities and contacts performed on behalf of the ward
- Prepares all documents required by Probate Court
- Maintains a working knowledge of community resources
- Is available, via cell phone, 24 hours/day, 7 days/week
- Comfortable asserting self in role of advocate
- Develops productive working relationships with all Adult Guardian Services Staff, Probate Court and providers of service

### Qualifications

Our ideal candidate has a Bachelor's Degree in health and human services, or related discipline and a minimum of 2 years of experience serving the severely mentally disabled, the elderly or other vulnerable populations. The candidate must have a sound knowledge of community-based resources. A valid Ohio Driver's license and proof of insurance, required.

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LMM offers a number of benefits for full time staff including, but not limited to: medical dental, vision, disability, life, generous paid time off, and a 403 (b) retirement savings plan. LMM embraces cultural diversity and is Equal Opportunity Employer/Minorities/Female/Disabled/Veteran and a Drug-Free Workplace.

**Join our team!** Go to [www.lutheranmetro.org/employment](http://www.lutheranmetro.org/employment) to complete an online application and attach a cover letter (with salary requirements) and resume. Applications accepted until position is filled.