



DHS/DAS - Public Guardianship Case Manager - 00019365

**Job Number:
00019365**

Job Posting: January 18, 2017
Closing Date: February 13, 2017
Primary Location: Ware County

Number of Openings: 1
Job: Case Manager
Shift: Day Job

SALARY: Pay Grade: H
Salary Range: \$27,248.75 - \$38,926.79
(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

The Division of Aging Services (DAS) is the division that administers a statewide system of services for senior citizens, adults with disabilities, their families and caregivers. DAS is committed to the provision of resources designed to help older Georgians and adults with disabilities live longer, live safely and live well.

DAS is seeking candidates for the position of **Public Guardianship Case Manager**. This position is assigned to the Waycross Office (Ware County) and will cover Coffee, Atkinson, Clinch, Bacon, Ware, Pierce, Brantley and Charlton counties.

Job Summary & Responsibilities:

Under limited supervision, the **Public Guardianship Case Manager:**

- Provides guardianship case management services in accordance with guardianship law, the probate court order and letters establishing guardianship, and Department policies and procedures.
- Arranges for the support, care, education, health, and welfare of the guardianship client by developing care plans that provide for the coordination, implementation, and monitoring of services and/or supplies for the guardianship client.
- Practices surrogate decision-making for the guardianship client that reflects least restrictive alternatives and taking in account the person's expressed desires and beliefs.
- Considers the needs, wishes and resources available to the guardianship client when providing guardianship case management services.
- Advocates on behalf of the guardianship client.
- Works cooperatively with the guardianship client's trustee, conservator, representative payee, or other fiduciary individual to coordinate a plan to ensure the person's financial needs are met.
- Provides information and education to guardianship clients, families, providers, agencies, professionals, and other stakeholders in the community in the assigned multi-county area.
- Documents case management actions in the case record as required by Department policy.
- Acts as a mandated reporter of cases of abuse, neglect, or exploitation and makes other reports as required by law, policy or procedure.
- Performs other professional responsibilities as assigned.

Core Competencies:

- Provides services and information to and honors all of the State's commitments to internal and external customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.
- Cooperates with others to accomplish common goals and works as a team player within and across departments to achieve shared goals. Treats others with dignity and respect, maintains a friendly demeanor and values the contributions of others.
- Delivers consistently required business results and meets achievable yet aggressive goals. Complies with quality standards and meets deadlines. Maintains focus on agency and State goals.
- Displays honesty, accountability, and a strong commitment to his or her public duty and presents oneself as a credible representative of the agency and State to maintain the public trust.
- Demonstrates ability to make sound judgments and develops effective, viable solutions to drive the effectiveness of the Department and State.
- Has excellent oral, written, presentation, and interpersonal communication skills.
- Is strongly proficient in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.

Qualifications:

Master's degree in any behavioral science from an accredited college or university OR Bachelor's degree in Social Work from an accredited college or university AND One year of experience at lower level Social Svcs Spec 1 (SSP070) or position equivalent.

Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Experience working with a specific issue facing client populations such as family violence, crisis intervention, substance abuse, services to the elderly disables.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit: <http://team.georgia.gov/> for more information.

GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livable and quality of life that can help you achieve your dreams.

You're Really Going to Like Ware County!

Ware County, Georgia has an interesting and intriguing history. Named for a state senator who never visited the area, Ware County grew out of the wilderness of southeastern Georgia. Through the toils and labor of colony-like settlements of people, who peeked out a living in a backwoods wasteland, Ware County become renowned for its industry, commerce and natural habitat?

Today, Ware County continues to be one of the jewels of Georgia's southeastern territory. Located within less than two hours from several major commercial municipalities in northern Florida and southern Georgia, Waycross is the commercial center for several surrounding cities and townships in or near Ware County. Though economically stable with a diverse work force, the area maintains its small-town charm

and tranquility while supporting a great environment for the career minded through its educational institutions and associations. Noteworthy is that the area is a great place to retire. www.warecounty.com

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

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