

# GREAT LAKES GUARDIANSHIP SERVICES BOARD (GLGSB)

## POSITION DESCRIPTION

**Job Title: Director, Great Lakes Guardianship Services Board**

**Report To: GLGSB**

**Hours: Standard hours 8:00 a.m. – 5:00 p.m.**

**Position Status: Full time; Permanent; Exempt; Unclassified**

**Benefits: As provided by Hancock County**

### **JOB PURPOSE AND OVERVIEW**

The Great Lakes Guardianship Services Board was created pursuant to Ohio Revised Code section 2111.52. Pursuant to statute the Board consists of members who are appointed by each of the following persons and entities: of Hancock, Ottawa, and Wood Counties.

The Board was created to administer a guardianship program serving mentally incompetent wards of Hancock, Ottawa, and Wood Counties through appointments by the Probate Judge.

The Director will be the chief administrative officer for the GLGSB. The Director, or designee, shall represent the GLGSB in hearings to receive appointments as guardian of the person and/or estate conducted by the Probate Courts of Hancock, Ottawa, and Wood Counties or other County Probate Judges, as appropriate. The position is responsible for assisting in the creation and development of policies and procedures and for the direct administration of the office. The position is a Hancock County Employee position with all benefits offered by Hancock County.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Assume duties and responsibilities as a representative in hearings for appointment of the GLGSB as guardian of the person and/or estate of any mentally incompetent individual for whom the GLGSB has filed an application and for involuntary commitment proceedings. Assume duties as the guardian of wards as needed.
2. Assist in creation and development of rules, policies and strategic plan in regard to operations of the program.

3. Assist in the establishment of a Board budget and administer same.
4. Assist in the creation of position descriptions for GLGSB staffing positions and in the recruitment and hiring of qualified staff members;
5. Assist in the establishment of and administration of a system of collecting and reporting data regarding guardianships and case processing.
6. Train, supervise, and evaluate GLGSB staff.
7. Promote public awareness of the GLGSB through public communication and policy development.
8. Serve as a resource for current guardians by providing education, information and support.
9. Work with and develop alliances with representatives of related organizations.
10. Work with the GLGSB to foster and cultivate additional funding sources.
11. Identify and offer training and development activities to support staff.
12. Organize and attend board meetings of the GLGSB in consultation with the Board Chairperson.
13. Oversee compliance related to funding including providing accurate and timely reporting.
14. Maintain availability to respond to staff, volunteer or ward issues in a timely manner.
15. Communicate effectively and professionally, both verbally and in writing, with diverse audiences including medical providers, Judges, attorneys, and members of the public.
16. Demonstrate time management skills and the ability to prioritize work assignments.
17. Travel as required and maintain a valid driver's license and show proof of insurance upon request.

### **QUALIFICATIONS AND REQUIREMENTS**

Candidates must have a combination of education, experience, and personal characteristics that demonstrate their ability to perform the duties of the position.

#### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in the field of social work or a related field.
2. Five (5) years of professional experience, preferably with supervisory/executive responsibilities; and
3. Experience working in the field of social services, guardianship, guardianship administration, or Court environments; and
4. Knowledge of budgeting, financial reporting, and compliance with legislative requirements.

#### **PREFERRED QUALIFICATIONS:**

1. An understanding of legal and clinical terminology;
2. Prior management experience;
3. Experience working with Probate Courts;
4. Core course work in areas related to mental health and substance use disorders;
5. Experience in direct clinical care, Courts, or related fields.

6. Previous academic study or employment in social work, psychology, sociology or a related field.

### **BOARD EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of the position, the GLGSB expects that the employee will adhere to all GLGSB policies, guidelines, practices and procedures; act as a role model; perform duties as workload necessitates in a timely, accurate and thorough manner and communicate regularly with the GLGSB regarding department issues.

### **AT-WILL EMPLOYMENT**

Employees of the Board are at-will employees and serve at the pleasure of the GLGSB, are not in the classified civil service system, and are not members of bargaining units. The GLGSB is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.

**Salary is based on qualifications and determined by the GLGSB: \$55,000 - \$65,000 range.**

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information. A pre-employment urinalysis and background check are required.

**To Apply: Send a cover letter and resume to Shawn Carpenter, at [srcarpenter@co.hancock.oh.us](mailto:srcarpenter@co.hancock.oh.us), by 5:00pm on Friday, March 01, 2024.**