

Guardianship Services, Inc. (GSI) is a non-profit agency in Fort Worth. We become the legal guardian for persons who have been declared incapacitated by the Tarrant County Probate Courts. We have an exciting and rewarding job opportunity.

Position Title: Guardianship Case Manager (full-time)

Salary: \$32,000 per year (higher if bilingual in Spanish)

Description: Responsible for performing the duties and responsibilities of a guardian when GSI is appointed guardian for an incapacitated person.

Requirement: Bachelor's degree in social services required
Case management experience desirable
Bilingual desirable

Duties include:

- Attending court hearings as a representative of GSI.
- Coordinating services for the client by developing and implementing a care plan.
- Documenting all case activity and maintaining files and reports on clients.
- Responding to emergencies such as hospitalization and behavioral issues.
- Visiting clients monthly to monitor health, living environment, social needs and overall status.
- Working with volunteer guardians.
- Representing the agency at professional meetings and conferences.
- Staying current and informed about guardianship issues.

Skills/Knowledge:

- Problem-solving and decision-making skills.
- Familiarity with public and private benefits/resources.
- Organization and record-keeping skills.
- Familiarity and competency with computer programs.
- Valid Texas driver's license and car insurance, willingness to use personal automobile for agency travel (reimbursement for mileage).
- Availability to work occasional evenings and weekends and take calls from service providers at all hours.

Education:

Bachelor's degree in social services required, BSW or MSW preferred. The position will require the employee to become a Certified Guardian (training will be provided and the agency will pay for the certification, must pass a criminal background check).

To Apply: Send resume to:
Guardianship Services, Inc.
P. O. Box 11481, Fort Worth, TX 76110
Fax to: 817-921-0680 or
e-mail: cbrown@guardianshipservices.org