

## **PUBLIC GUARDIAN FOR CLARE COUNTY**

**Job Title:** Public Guardian

**Job Type:** Full-time, non-Union position with a salary starting at \$30,264.00

**Benefits:** Full benefits, including medical and retirement benefits

### **Position Summary**

Under the general supervision and appointment of the Probate Court, the Public Guardian serves as the legal guardian and/or conservator for individuals (referred to as "Wards") who are determined to be incapacitated and in need of protection. The Public Guardian is responsible for ensuring proper care, custody, and management of the Ward's personal, medical, and financial affairs. This includes overseeing residential placements, coordinating with service agencies, managing financial assets, and submitting required legal reports and accounting to the Probate Court.

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### **Essential Duties and Responsibilities**

#### **1. Conservator / Representative Payee Services**

- Conduct comprehensive research upon appointment to assess the Ward's financial situation, including income sources, assets, debts, and real estate.
- Apply for and manage benefits from relevant agencies (e.g., Social Security, Medicare, Medicaid, VA, housing assistance, food assistance).
- File Court-required inventories and submit annual financial accountings.
- Manage all financial aspects of the Ward's estate, including paying bills, rent, and providing personal allowances.
- Develop and maintain a monthly budget for each Ward and make adjustments as needed.
- Safeguard and invest the Ward's assets responsibly, choosing conservative options where appropriate.
- Allocate funds for emergency needs and plan/purchase pre-paid funeral arrangements.
- Protect and manage both real and personal property, including arranging for storage or sale as necessary.
- Represent the Ward in all legal proceedings affecting their estate or person.
- Maintain accurate records, including separate financial accounts and documentation for each Ward.
- Prepare and file federal, state, and local tax returns, when applicable.
- Collaborate with external agencies such as Community Mental Health, nursing homes, and volunteer organizations.
- Provide additional financial-related services as necessary.

#### **2. Guardian Services**

- Ensure the Ward resides in safe, appropriate housing and coordinate placements as needed.
  - Monitor and ensure the Ward's medical stability, including attending to all health-related needs and emergencies.
  - Ensure that all basic needs are met, such as food, shelter, and weather-appropriate clothing.
  - Communicate regularly with medical professionals, hospitals, and care providers regarding the Ward's health.
  - Attend medical and care planning meetings when possible.
  - Apply for and maintain the Ward's eligibility for various benefit programs.
  - Facilitate access to education, job training, and employment opportunities when applicable.
  - Communicate with Wards, family members, and care providers regarding the Ward's personal care.
  - Maintain detailed records of each Ward's housing, health, and well-being.
  - Conduct in-person visits at least once every three months (minimum four per year), documenting each visit's date and focus.
  - Collaborate with community support services to ensure comprehensive care for each Ward.
  - Represent the Ward in all legal proceedings affecting their personal rights and care.
  - Prepare and submit required annual guardianship reports to the Probate Court.
  - Provide additional guardian-related services as required.
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## **Qualifications**

- Bachelor's degree in Social Work, Human Services, Public Administration, or a related field is highly desirable. (Master's degree preferred).
  - Prior experience in guardianship, case management, social services, or related areas.
  - Strong knowledge of public assistance programs and legal responsibilities of guardianship/conservatorship.
  - Excellent organizational, communication, and recordkeeping skills.
  - Ability to work with vulnerable populations and manage complex case situations.
  - Proficiency in relevant software (Microsoft Office, financial tracking tools, etc.).
  - Must pass background and reference checks as required by the Court.
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## **Working Conditions**

- Independent office environment (work from home or your office).
- Regular field work, including home visits and agency meetings.
- Must be available for occasional evening or weekend emergencies.
- Travel required for court appearances, client visits, and meetings.

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Please respond to this posting by contacting the Clare County Probate Register at [givenj@clareco.net](mailto:givenj@clareco.net). Applications will be accepted until the position is filled. Please submit your resume and references, including your email address and phone number.