

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 3, 2013
CLOSING DATE: JUNE 7, 2013

DEPARTMENT: Public Fiduciary

POSITION: Fiduciary Services Specialist

LOCATION: Globe

JOB CODE: 13-059

ANNUAL SALARY: \$28,350.40-\$42,099.20 DOE

NATURE OF WORK

Performs Public Fiduciary case management activities by planning and monitoring the personal and financial affairs of clients declared protected or incapacitated by the Court; arranges for delivery of community support services for individuals mentally impaired and the elderly physically disabled clients; investigates the medical, psychological, financial and social backgrounds of individuals referred and/or court-ordered evaluations for conservatorship in order to make recommendations to the Court.

DUTIES AND RESPONSIBILITIES:

- Manages cases of clients in developing and implementing case management plans in order to meet client needs; conducts in and out of town visitations, investigations and statewide inventories; monitors client residential placements for proper level of services; may transports clients to appointments; locates and secures housing, food and clothing for clients; maintains case records in compliance with Supreme Court regulations; performs case studies to assess problems, identifies and presents alternative solutions for client issues and problems, such as social and financial needs of clients; investigates and prepares reports and recommendations regarding assigned cases and their disposition; interprets and explains program rules and responsibilities to clients, client family members and others.
- Schedules appointments and coordinates fiduciary services with other human services agencies; attends medical and psychiatric appointments.
- Conducts investigations of referrals and/or court-ordered evaluations, gathers the information, visits the prospective client, family members and interested persons; makes recommendations whether to accept or decline the case and whether potential ward is deemed in need of Public Fiduciary services; prepares reports and legal documents as required.
- Maintains database of client documentation for legal record of Public Fiduciary case management.
- Prepares monthly reports and correspondence; prepares guardianship reports; attends court hearing and testifies in court as required; prepares inventory for legal reviews; completes yearly renewal forms for services.
- Makes purchases for clients; assists in the management of client funds and expenditures; prepares guardianship reports and inventories for legal review.
- Coordinates burial arrangements.
- Responds to inquiries from client family members, the public and outside agencies regarding fiduciary related matters.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; requires travel to conduct client visits; may be exposed to variable weather conditions, human waste, body fluids, vermin, chemicals, and weapons; may be required to lift/carry up to 50 pounds; work flexible hours and respond to after hours emergencies, including evenings, weekends, and holidays.

DISTINGUISHING CHARACTERISTICS:

Employees begin in a learning capacity, performing the case management and service provision under supervision; and develop greater independence in completing assignments as experience is gained.

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EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one (1) year of social services, care giving, accounting experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License; Private Fiduciary Certification by the Arizona Supreme Court; CPR Certification.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Public Fiduciary principles and practices; Arizona Revised Statutes, regulations, standards and policies governing fiduciary activities; case management and guardianship plans; fiduciary documentation and reporting requirements; goals and objectives of public social services; social service case work principles and practices, Community resources providing social services, health services, nutrition, housing and other necessary client services.

Ability to: Conduct site visits and investigations; monitor residential placements for appropriate levels of service; locate and secure housing and necessities for clients; develop and implement case management plans; maintain case documentation for legal records; prepare guardianship reports for legal review; communicate effectively orally and in writing; represent the County effectively in hearings and meetings with other agencies.

Skills in: Defining issues, analyzing problems, evaluating, alternatives and making appropriate recommendations; interpreting local, state and federal laws and regulations and applying them to County operations; providing fiduciary assistance and performing a variety of case management activities; preparing clear, concise and accurate correspondence, reports and other documents and written materials; using initiative and independent judgment within general policy guidelines; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.