



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
invites applications for the position of:

HHS Guardianship Fiduciary

An Equal Opportunity Employer

SALARY: \$48,092.00 - \$64,923.00 Annually

OPENING DATE: 05/19/14

CLOSING DATE: 06/02/14 11:59 PM

DEFINITION:

Definition: Under general supervision from the Health and Human Services (HHS) Department Director, performs Ward of the Court fiduciary guardianship duties of significant importance when appointed by the SRPMIC Tribal Court. Assumes a prominent role on behalf of the Ward and provides for, and ensures, the Ward's care, treatment, habilitation, education, support and maintenance. This also includes intake assessment, ongoing care, service coordination and advocacy. **This job class is treated as FLSA Exempt.**

EXAMPLES OF TASKS:

Essential Functions: Essential functions may vary among positions and may include the following tasks, knowledge, skills, abilities and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification.

Tasks:

1. *Ward Intake & Assessment:* Upon establishment of guardianship by the SRPMIC Tribal Court, conducts an assessment of the Ward's status and needs while incorporating input from other professional resources such as Community based agencies.

- Coordinates intake and care with other Tribal Government departments to provide various human services, hospitals or facility social workers, home health care staff, private care managers or physicians.
- Conducts and coordinates functional assessments to measure the Ward's functioning in areas such as orientation, behavior, health status and communication skills.
- Makes proper service referrals based on the intake assessment results.
- Incorporates the functional assessment, health status, treatment and rehabilitation needs.
- Documents outcomes, referrals and disposition in client case files.

2. *Ongoing Visitation & Care:* Serves as care coordinator responsible for developing and maintaining case plans for assigned Wards and monitoring provided services.

- Provides integrated health care coordination for mental health patients.
- Attends, and actively participates in, Intensive Supervised Probation (ISP) and other periodic evaluation meetings conducted for assigned Wards.
- Visit Wards on at least a quarterly basis and documents status.
- Coordinates with HHS medical staff to evaluate Wards' medical status including obtaining medical records and performing a medication review every 30 days.
- Documents findings in the client case file.

- Ensures Wards are taken to all needed appointments.
- Acts as point of contact for assigned Wards' residential staff, family members and other parties as appropriate.
- Ensures communicated needs and issues are addressed in a timely and effective manner.

3. *Health & Safety*: Evaluates the Ward's residence for appropriateness, health and safety concerns. Helps determine whether the residence is the least restrictive alternative for the Ward.

- Coordinates the Ward's visits to the facility on a quarterly basis and documents the outcomes of the visit in the client case file.
- Promotes the health and well-being of assigned Wards and protects them from harm to the best degree possible.
- Investigates crisis situations and the need for emergency action then documents the outcomes in the client case file.

4. *Advocacy*: Assumes an advocacy role for assigned Wards to ensure their health, safety and overall well-being.

- Under appropriate authority, provides consent on behalf of the Ward when the Ward does not meet the requirements for "Informed Consent".

5. *Outreach & Cooperation*: Collaborates effectively with all necessary legal related entities such as the Office of General Counsel (OGC), Legal Services Office (LSO), the SRPMIC Courts and the court system outside the SRPMIC. Works to ensure guardianship is conducted in accordance with all legal requirements.

- Ensures the use of quality, cost-effective Ward care related Community resources including, but not limited to, case management, transportation, home delivered meals, day treatments and senior citizen programs.
- Maintains close working relationships with the Social Services Department, Senior Services Department and the HHS medical and mental health divisions.
- Maintains a close working relationship with the Community's Public Fiduciary-Conservatorship in the Finance Department to ensure the Ward has access to maximum entitlements and that personal finances are being managed.
- Works closely with the Finance Department and the Public Fiduciary-Conservatorship regarding Ward matters of mutual concern including payment of bills and other financial obligations.

6. *Documentation & Administration*: Maintains documentation of all communication and incidents concerning assigned Wards in case management software & ensures input is made in a timely, accurate manner.

- Follows all departmental protocol regarding handling of Ward information and the handling of Ward cases.
- Prepares thorough, accurate guardianship reports and files with the Tribal Court at a frequency specified by the Court.
- Maintains strict confidentiality at all times.

7. *Case Management*: Performs other backup case management related work customarily associated with Social Workers as assigned by the HHS Director

8. *Miscellaneous*: Performs other job-related duties as assigned by the HHS Director to maintain

and enhance departmental and organizational operation.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the culture, customs, traditions, history and government of the Salt River Pima- Maricopa Indian Community.
 - Considerable knowledge of, but not limited to, the laws, rules and regulations governing guardianship, and health care issues.
 - Considerable knowledge of, but not limited to, fiduciary responsibilities, entitlement statutes and the health, education and personal welfare issues and needs related to minors, the elderly, incompetents and indigents.
 - Knowledge of casework management methods, practices and skills.
 - Knowledge of counseling, problem-solving and conflict resolution techniques.
 - Knowledge of principles of social work, sociology and psychology.
 - Knowledge of crisis intervention techniques and principles.
 - Knowledge of available Community resources and their appropriate utilization for referral and placement of the elderly and mentally ill.
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- Skill utilizing the personal computer and related software including MS Office.
 - Skill writing case histories and preparing a variety of guardianship reports.
 - Skill conducting research and using standard investigative techniques and procedures.
 - Skill understanding and applying complex rules, regulations, procedures and guidelines.
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- Ability to communicate openly and effectively, both verbally and in writing.
 - Ability to communicate effectively with clients who lack the capacity to manage their personal affairs or estates.
 - Ability to manage a caseload in an efficient and sensitive manner, organize and prioritize case management tasks and assignments.
 - Ability to prepare clear, concise and comprehensive court reports.
 - Ability to maintain complete and accurate case records.
 - Ability to provide accurate and effective testimony in a Court on specific assigned cases as required.
 - Ability to establish and maintain effective working relationships with clients, Community members, Community officials, outside agencies and SRPMIC staff.
 - Ability to analyze complex administrative, personnel and organizational problems.
 - Ability to work in unusually stressful relationships with elderly, disadvantaged and mentally ill while making accurate and timely decisions.
 - Ability to be flexible and work well under pressure on time sensitive tasks.
 - Ability to operate a variety of standard office equipment.

MINIMUM QUALIFICATIONS:

Qualifications:

Education: A Bachelor's degree from an accredited college or university in Social Work, Counseling, Clinical Psychology, Gerontology or a related behavioral science required.

Experience: Three (3) years full-time experience providing ongoing social casework, case management and/or counseling services to the mentally ill and/or elderly in a recognized public or non-profit social services agency, conservator program hospital, Skilled Nursing Facility social work department or mental health case management organization.

- Fiduciary experience highly preferred.

Equivalency: Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the

position.

Insurability: Must possess and maintain a valid Arizona Driver's License and meet the SRPMIC insurance standards.

SPECIAL REQUIREMENTS:

Special Requirements: May be required to work beyond normal work hours including nights, weekends and holidays.

- Candidate must be bondable.
- Successful completion of an extensive background investigation is required.

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.

"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified Community Member, then a qualified Native American and then other qualified candidate.

In order to obtain consideration for Community member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe by one of the following methods:

- 1) attach to application**
- 2) fax (480-362-5860)**
- 3) mail or hand deliver to Human Resources.**

Documentation must be received by position closing date.

The IHS/BIA CIB form is not accepted.

Your Tribal ID/CIB must be submitted to HR-Recruitment-Two Waters.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.srpmic-nsn.gov/employment>

Job #J100811-140313
HHS GUARDIANSHIP FIDUCIARY
SP

OUR OFFICE IS LOCATED AT:
10005 E Osborn Road
Scottsdale, AZ 85256
480-362-5475 
480-362-5475 
employment@srpmic-nsn.gov

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