

POSITION: Adult and Child Guardianship Liaison
GRADE: UNG

FLSA: Non-Exempt
DATE: 10/2016

JOB SUMMARY: Monitors and assists guardianship cases with filing, monitoring court-appointed guardians of disabled/ incapacitated persons, and monitor the person whom is under the guardianship to endure their needs are being met.

ESSENTIAL FUNCTIONS:

1. Meets with the guardian, the person under the guardianship and other individuals or agencies that interact with the person under guardianship;
 2. Assists the guardians to address issues that might be interfering with their ability to fulfill their responsibilities;
 3. Identifies services and resources to help resolve the issues that may cause barriers to the guardian and the person under guardianship;
 4. Completes administrative duties such as statistical reporting, assisting the court-appointed guardians with annual filings, and reporting to the court any updates, as needed;
 5. Performs other duties as instructed and assigned;
 6. Reports to work regularly and on time.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of Family Law Article, Maryland Rules of Procedure, Estates and Trusts Article, Courts and Judicial Proceedings Article and Annotated Code of Maryland as each applies to guardianships and trusts;
 2. Ability to understand and apply Rules of Procedure and relevant statutory provisions within the established guidelines;
 3. Experience in working with incapacitated children and adults;
 4. Working knowledge of the agencies that assist guardianship cases;
 5. Ability to perform general clerical duties;
 6. Knowledge of personal computer operations;
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EDUCATION AND EXPERIENCE:

1. Master's Degree in Human Services with emphasis on Legal Studies and/or Social Work with an emphasis in elder law, gerontology, and incapacitated children and adults;
 2. Juris Doctorate desirable, but not required;
 3. Minimum of five (5) years professional experience in the area of family and elder law;
 4. Valid Driver's License.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS: Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residential or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.