



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Public Fiduciary Senior Case Manager

FLSA: NE

SERVICE: Classified

REVISED: 9/19/05

Summary: Under limited supervision, performs work of moderate difficulty in Public Fiduciary case management activities; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs intake by screening clients to determine needs.
- Provides court-appointed legal, financial, and personal welfare services for mental/disabled/incapacitated/protected individuals who function at a high level, whether minors or adults. Meets with clients and providers for coordinating services. Advocates on behalf of clients for their needs and other matters. When required, may testify in contested matters.
- Implements court orders by providing for clients' mental, medical and social functioning needs, obtaining community services, coordinating services such as rentals, leases, sales, purchases and cleaning of estates. Makes contact with providers of benefits and services and advocates for medical care, food stamps, tribal benefits, etc.
- Monitors facilities for clean, safe and adequate living conditions and proper care of clients.
- Makes funeral arrangements for clients, contacts with family members, makes arrangements to pick-up personal belongings.
- Transports or arranges for transport of clients to appointments for medical care, mental care or financial needs. Acts as authorized signer for services for clients.
- Creates budgets for clients to ensure adequate funds for sustenance and to meet needs.
- Prepares documents, documentation, photographs and case charting for clients records, for full control of assets and services. Participates and prepares for case management staff meetings. Attends client individual service plans. Secures titles and insurance coverage.
- Maintains thorough case documentation for each client; updates and maintains records; gathers, compiles and synthesizes data for reporting purposes; develops summary records and prepares reports
- Meets with clients on a monthly base to assess their well-being and to accommodate their needs; answers client questions, either in person or by telephone. Interacts and communicates with family members.
- Advocates for wards when incident arises and is not resolved in a timely and efficient manner.
- Furnishes input for assistance in preparing grievances on behalf of wards.
- Assists in staff training.

Knowledge and Skills:

- Knowledge of statutes, court decisions and legal principles and practices relating to guardianship and conservatorship estates.
- Knowledge of case management principles.
- Knowledge of social services, community organizations and health services.
- Knowledge of interview and investigation techniques.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational and ethnic backgrounds.
- Skill in the use of general office equipment, computers and software
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

Associates Degree in Human Services or related field AND three years experience in social or human services work. Must possess and maintain a valid Arizona Driver's License. Must be able to obtain Arizona Supreme Court Fiduciary Certification within minimum allotted time. Must pass a criminal history investigation.