

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GUARDIANSHIP SUPERVISOR

POSITION CODE: 17720
Effective: 9-19-02

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises and trains lower level professional workers and clerical staff in a field office or outpost; responsibilities include provision of financial and legal guardianship services for low income, disabled adults such as the elderly, developmentally disabled or mentally ill.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises lower level professional workers and clinical staff; performs employee evaluations; monitors the preparation and maintenance of case records and reports.
2. Provides back-up to regional administrator and serves in administrative capacity when so designated. May be required to provide 24-hour on-call coverage for the purpose of giving medical consent.
3. Authorizes the expenditures of wards funds for services rendered in estate cases.
4. Monitors services of providers to assure that programs for the care and treatment of recipient wards comply with the law and that the programs are in the best interest of wards.
5. Serves as liaison with direct care providers; speaks before a variety of groups and organizations concerning the guardianship programs; confers with public and private organizations for purposes of developing local treatment resources.
6. Manages a small case load of the most complex and difficult cases.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

GUARDIANSHIP SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of a master's degree in the social science field, public administration or other related field. Appropriate business experience and training may be substituted for the college requirements.

Requires three years of professional experience in a social service field, business or public administration.

Knowledges, Skills and Abilities

Requires possession of an appropriate valid driver's license.

Requires working knowledge of the management principles and practices of public and business administration.

Requires working knowledge of agency goals, objectives, programs and services.

Requires extensive knowledge of federal and state laws concerning requirements and procedures for serving as guardian of the person and estates of adults.

Requires thorough knowledge of benefits available to disabled adults and procedures required to secure them.

Requires extensive knowledge of the legal process relating to the guardianship program.

Requires ability to plan, organize and coordinate a portion of the program with the Department of Mental Health and other health care and treatment facilities.

Requires ability to supervise and train lower level professionals.

Requires ability to exercise discretion and judgment in making professional decisions.

Requires ability to apply and interpret agency policies and procedures.

Requires ability to establish and maintain effective working relationships with internal/external agency personnel, various community-based, private and public organizations.

Requires ability to construct comprehensive reports and recommendations.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.