

**Idaho Judicial Branch  
Position Description**

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<b>Position Title:</b>	District Guardianship and Conservatorship Monitoring Coordinator – 7th District
<b>Effective Date:</b>	May 2017
<b>Salary Grade/Range:</b>	Grade 15/ \$45,000 - \$49,852
<b>FLSA Status:</b>	Non-Exempt
<b>EEO Job Category:</b>	Professional

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**General Position Summary:**

This position is responsible for establishing systems to enhance the safety and well-being of protected persons throughout the judicial district. Reviews documentation, conducts home visits, and monitors compliance with guardianship and conservatorship policies and procedures. This position reports to the District Family Court Service Manager and receives policy guidance from the Statewide Guardianship and Conservatorship Manager.

**Major Duties and Responsibilities:** (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform)

- Facilitates the court's oversight of guardians and conservators who are responsible for ensuring the safety and well-being of protected persons throughout the judicial district;
- Develops and supports volunteer guardianship monitoring programs in coordination with the Statewide Guardianship and Conservatorship Manager;
- Encourages the appropriate use of less intrusive alternatives to formal guardianship and conservatorship proceedings;
- Monitors the well-being of protected persons through review of reports, interviews, and home visits;
- Reviews the contents of all reports filed by guardians and ensures required reports are completed timely;
- Communicates with stakeholders, appointed guardians, and conservators to provide information regarding the rights of protected persons, establish policies and procedures, and to develop community relationships and resources;
- Reviews Guardianship annual status reports and notifies judge or Guardian Ad Litem of issues;
- Interviews protected persons, guardians, and other stakeholders regarding the welfare of protected persons and writes reports regarding the status of cases;
- Provides community resource information to guardians, conservators, and protected persons;
- Monitors changes in laws and recommends changes to the Statewide Guardianship and Conservatorship Manager;
- Provides training to guardians and conservators and provides information about services to community groups;
- Ensures forms are available for guardians and conservators;
- Performs general administrative duties;
- Engages in professional development activities to keep up to date with recent developments in the field;
- Performs other duties as required.

**Minimum Qualifications:**

*Education and Experience:*

- Bachelor's degree in Social Work, Psychology, Counseling or a related field required;
- A minimum of three years of experience providing services to clients, including monitoring the well-being of vulnerable persons outside of an office setting; preference may be given to individuals with additional years of experience.
- Previous experience working with the court system preferred.
- Previous experience working with the elderly or adults with developmental disabilities preferred.

*Knowledge, Skills, and Abilities:*

- Knowledge of applicable probate, conservatorship and guardianship laws, statutes, codes, and regulations;
- Knowledge of current issues and regulations related to conservatorship and guardianship for the elderly and adults with developmental disabilities;
- Knowledge of the illnesses and injuries that affect clients served, including Alzheimer's, brain and traumatic injuries, and developmental disabilities;
- Knowledge of community resources for intervention, counseling, and various social and health services;
- Skill in conducting investigations including interviewing, analysis of medical and psychological reports, and on-site visits to residences and other locations;
- Ability to conduct oneself in a fair, courteous, and efficient manner;
- Ability to gather information, often under stressful circumstances;
- Ability to work with the elderly and individuals with developmental disabilities who may have physical and mental conditions;
- Ability to read, understand, interpret, apply, and explain complex laws and regulations;
- Ability to analyze problems, evaluate alternatives, and use sound judgment;
- Ability to work with individuals of all races, colors, national origins, sexes, ages, religions, socioeconomic statuses, sexual orientations, and gender identities who may have emotional and physical conditions;
- Ability to relate to and gain the confidence of adults under stressful conditions;
- Ability to communicate verbally and in writing in a clear and concise manner;
- Ability to deal tactfully and courteously with the public;
- Ability to establish and maintain effective work relationships with judges, court personnel, governmental agencies, and members of the public.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of the position.

**Special Requirements:**

- Will be required to travel throughout the judicial district and occasionally throughout the state.

**Application Instructions**

If interested in being considered for this position, please complete the application and submit it, along with your cover letter and résumé to [hr@idcourts.net](mailto:hr@idcourts.net) or to the Idaho Judicial Branch, Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received **by Tuesday, May 30, 2017<sup>th</sup>, by 5:00 pm MDT.**

The State of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.