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VOLUNTEER GUARDIANSHIP PROGRAM

VOLUNTEER JOB DESCRIPTION

A Volunteer Guardian (VG) serves as a legally appointed guardian of the person for an incompetent, indigent older adult as 60 years or more, The VG acts in the best interest of the ward as an advocate and substitute decision-maker in the care and management of medical and person affairs. Activities related to management of the guardianship include: two contacts per month with their ward, contact/intervention with service providers and family members, as appropriate and personal decision-making including appropriate living arrangements, medical care, and pre-need funeral arrangements.

RESPONSIBILITIES:

- Visit ward at least twice monthly and conduct other activities for the ward as needed, i.e. attend care team meetings at the long-term care facility as needed.
- Have telephone contact with the facility monthly to discuss ward's well-being and respond to any calls or inquiries regarding the ward.
- Prepare and maintain records concerning activities with or on behalf of ward, as required by Probate Court, VGP and /or service provider (Medicaid redetermination).
- Complete in a timely manner, evaluations and monthly timesheets requested/required by VGP.
- Fulfill all Probate Court requirements, specifically to:
 - a. Attend court hearings and follow the oath of Guardianship
 - b. Submit the Guardian's Report and Statement of Expert Evaluation annually (every year), with the assistance of the Volunteer Guardianship Program and Pro Bono attorney.

In all medical and placement decisions, function as a surrogate family and advocate for the ward.

REQUIREMENTS

- Complete application, including references, interview with staff, and fingerprint/background check. Inform the Volunteer Guardianship Program within 24 hours of any conviction for violation of the criminal law.
- Complete six hour training program (two 3 hour sessions)
- Be familiar, through VGP training, with The National Guardianship Association Standards of Practice and Ethics, and act in accordance with them.
- Maintain current valid Ohio driver's license and have access to an automobile. If no driver's license, access to public transportation.
- Be able to commit at least a year to the program.