



Position Description – **CASE MONITOR**

Guardians are appointed by the Court to make decisions on behalf of people who are unable to make those decisions for themselves. Most Guardians are caring and responsible individuals. Unfortunately, that is not always the case. Guardian Partners was started with the goal of providing oversight to ensure that Protected Persons are being treated with the utmost dignity and respect. Case Monitors are at the heart of this mission to keep vulnerable Oregonians safe and thriving. You will monitor and provide oversight of guardianship cases involving cognitively disabled adults.

You'll be given training and ongoing support to be successful. Once assigned a case, our volunteer Monitors engage in a wellness interview with a Protected Person, their Guardian, and a professional collateral contact, then furnish a report to the Court, identifying any evidence of abuse or neglect. Guardian Partners aims to offer education, resources, and referrals to Guardians and/or Protected adults as needed as well as recommendations to the Probate Court.

- Typical cases requires 6-10 hours of time with a commitment towards a minimum of 8 cases.
- Highly flexible—can be scheduled on your time at your convenience.
- Operating in Clackamas, Douglas, Jackson, Multnomah, Tillamook and Yamhill Counties.
- The difference you make in a Protected Person's life can be profound!

Duties:

- Review court records to determine why Guardianship is in place.
- Schedule and conduct phone or video interviews with Guardian(s).
- Schedule and conduct home interview with Protected Person.
- Schedule and conduct additional interviews, as necessary, with others in the Protected Person's life.
- Share information, resources, and referrals to services with Guardian and Protected Person.
- Monitor for signs of abuse or neglect and report immediately.
- Complete a report on interview findings, which is filed with Guardian Partners and the Court.

Qualifications:

- Those with interest or background in the fields of law, social work, and healthcare make a good fit, although it is not necessary.
- The chief qualifications are emotional intelligence, patience, good communication, and ability to conduct a respectful, but thorough interview.
- Must be age 18 or over.

Training/Orientation

1. Interview with Monitoring Program Manager.
2. Paperwork, background check, and fingerprints.
3. Classroom training with Guardian Partners Staff (2 hours)
4. Viewing online educational courses: Guardianship of Adults and Conservator
5. Shadow Guardian Partners staff and/or seasoned volunteer monitor on one case and be shadowed by Guardian Partners staff on your first case.

Schedule

Case Monitoring is extremely flexible. Nearly all aspects can be arranged at a time that is convenient for the volunteer monitor, including evenings and weekends. Guardian Partners' staff availability is generally 8am to 5pm on weekdays but is flexible.

Diversity Policy

Guardian Partners is committed to encouraging diversity both in its role as an employer and as a provider of services.

Guardian Partners aims to create a culture that respects and values each other's differences, that promotes dignity, equality, and diversity, and that encourages individuals to develop and maximize their true potential.

The purpose of this policy is to provide equality and fairness for all in our employment and in the provision of services. Guardian Partners uses this policy to guide our work, internally and externally, and expresses our commitment to engaging the full range of people in our community, encompassing but not limited to age, disability status, economic circumstance, ethnicity, gender, race, religion, and sexual orientation.

Achieving this Diversity Policy requires an enduring commitment to inclusion woven throughout our organizational culture, values, norms, and behaviors.

www.guardian-partners.org