

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

**GUARDIAN PARTNER
JOB DESCRIPTION**

Job Title:	Guardian Partner
Purpose:	A Guardian Partner assists the Probate Court in monitoring the care of individuals under guardianship (wards). The Guardian Partner is assigned a case, then reviews necessary information from the Court docket and makes an appointment to visit with the guardian and the ward. After the visit, the Guardian Partner completes a one-page report about the status of the ward and observation made during the visit. The Court will review the Guardian Partner report and determine if further action is necessary.
Responsibilities:	<ul style="list-style-type: none">• Complete orientation/training• Review case assignments including accessing and reviewing online case docket• Contact guardian and, if applicable, facility in which ward resides to schedule visit• Visit with ward in their residence – nursing home, assisted living facility, group homes or private residences throughout Cuyahoga County – and observe conditions and identify needs• Talk with guardian, caregiver or service provider regarding wards care plan• Complete report form outlining observations and making recommendations• Complete visits and submit reports in a timely manner
Qualifications:	<p>The ideal Guardian Partner will have direct experience working with individuals that are incapacitated or disabled in a healthcare, long-term care, mental health, or human services setting; or will be a graduate student in social work, counseling or related fields.</p> <p>A Guardian Partner should also have:</p> <ul style="list-style-type: none">• Good listening and communication skills• Ability to work cooperatively with a wide variety of individuals, including people with significant mental and physical impairments and varying socio-economic backgrounds• Ability to remain objective and non-judgmental in making reports to the Court• Ability to hold information in confidence• Transportation to scheduled visits• Proof of Covid-19 vaccination per Cuyahoga County Court of Common Pleas Administrative Order
Commitment:	Completion of 10-20 assignments per month (approximately 90 minutes per assignment)
Compensation:	Stipend of \$35.00 per completed assignment
Application:	Submit application to slukwinski@cuyahogacounty.us