

Deputy Public Guardian

1. Interviews the proposed Conservatee, family members, friends, treating physicians, psychiatrists, law enforcement personnel, social workers, and others.
2. Prepares detailed reports of findings and recommendations to the court, concerning family, finances, real and personal property, social history, medical and psychological conditions and the need for conservator or representative payee.
3. Works with County Counsel in the preparation of petitions, interview witnesses, assist with trial preparation, and arrange appearance of clients at court hearings and trials.
4. Arranges for the hospitalization, care treatment, vocational training, education, and housing of clients. (Medi-Cal related case coordination – 6)
5. Negotiates rent payments, investigates extent and nature of Conservatee estates.
6. Locates, inventories, and protects all real and personal assets.
7. Initiates application for, and assures receipt of all benefits to which the client is entitled. (activities related to Medi-Cal eligibility – 8)
8. Works with a multiplicity of agencies and individuals to arrange for the delivery of services to clients. (Medi-Cal related case coordination - 6)
9. Assists case management personnel from other agencies in visiting and monitoring progress of Conservatees in local and out-of-county placements, and prepare reports of visits.
10. Provides medically necessary ancillary assessment and case management services to Conservatees. (Medi-Cal case coordination – 6)
11. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
12. Oversees and assists individuals and families with aspects of the Medi-Cal application process. (8)

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Deputy Public Guardian – cont'd.

13. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
14. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
15. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Senior Social Worker

1. Performs the most difficult casework for clients with several behavioral problems or complex estate management or legal issues. (Medi-Cal case coordination -6)
2. Advises and counsels deputies on issues pertaining to management of their caseloads, such as legal procedure, fiscal decisions, and proper investigative and management techniques for case issues.
3. Serves as a conservators or representative payees for persons under the jurisdiction of the Public Guardian.
4. Investigates recommendations for the appointment of conservator pursuant to law or needs of a representative payee.
5. Recommends to the court the establishment, continuation, or termination of persons placed under the jurisdiction of the Public Guardian.
6. Investigates and administers the personal and financial needs of persons under conservatorship or representation payeeship.
7. Safeguards the interests and assets of clients.
8. Obtains legal and other services for clients.
9. Prepares reports and correspondence.
10. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
11. Coordinates Medi-Cal covered health services for a client. (6)
12. Assists individuals and families with aspects of the Medi-Cal application process. (8)
13. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

Employee Signature (please sign in blue ink)

Date

Chief Public Guardian

1. Administers operations of the Public Guardian's Office.
2. Supervises staff providing conservatorship and public payee services for persons referred or placed under jurisdiction of the Public Guardian.
3. Directs the work of subordinate staff in the case management of, and planning for clients to assure adherence to program requirements and medical care plans.
4. Assists in the development of case plans for non-compliant or difficult clients.
5. Analyzes and prepares annual budgets.
6. Keeps abreast of investment trends to ensure clients receives highest possible return on investments.
7. Acts as direct liaison to other County departments providing support services.
8. Represents the Public Guardian's Office to the Board of Supervisors.
9. Attends trainings for programs specific to the PG Office as well as requirements,
10. Supervises staff to carry out specialized duties for the health and well-being of clients in the event of a local disaster.
11. Oversees and provides information to Public Guardian clients and their families/guardians about Medi-Cal and directs to Medi-Cal covered services to meet identified needs. (4, 6)
12. Coordinates Medi-Cal covered health services for a client. (6)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)
14. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)

Chief Public Guardian - cont'd.

15. Assists to administer MAA claiming, including development of claim plans and overseeing time survey process. (19)
16. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date