**Program Coordinator – Guardianship, (Hourly)**

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 01/20**

**Job Summary:** The Program Coordinator works within the Division of Home & Community Based Services (HCBS) to provide case management for consumers served through the Public Guardianship Program.

**Essential Functions:**

1. Communicates with consumers, family members, partnering agencies, long-term care facilities, attorneys, physicians the Guardianship Representative and the Guardians of Person and Property;
2. Does in-person assessments and other visits;
3. Does a minimum of 30-day visits to consumers, which include defined tasks;
4. Handles consumer needs per regulation;
5. Writes detailed case notes as appropriate;
6. Maintains required data and documentation
7. Supports the HCBS Division in a positive manner;
8. Ability to learn and navigate required software/tracking systems;
9. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to operate relevant computer programs and tracking systems;
3. Ability to gain knowledge of Federal, State and Local regulations regarding assigned programs;
4. Ability to effectively communicate with other staff and members of the public in a courteous and caring manner;
5. Ability prioritize and multitask;
6. Ability to use available resources to research information;
7. Ability to keep accurate records.

**Education and Experience:**

1. Bachelor’s Degree in Social Work or Human Services-related field and;
2. Three years or more of case management experience in aging-services or long-term care related field;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Department Director’s Signature Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date