

Resumes should be emailed to jrice@swtdd.org with "Assistant DPC" in the subject line.

Assistant District Public Conservator

Nature of Work

This is responsible social work assisting with the duties and responsibilities of conservatorship program as directed by the courts and the District Public Conservator. Activities associated with the job include assisting with court appearances and preparing reports for the court, communicating with various governmental agencies regarding client benefits and assisting with overseeing the financial matters of assigned clients. Additional responsibilities include the recruitment and training of volunteers, visiting clients as required by the state, assisting with the maintenance of all program files and records, reviewing medical bills for clients, performing various errands for clients and maintaining logs of all activities performed on the job including those performed by volunteers. Job responsibilities require good organizational and interpersonal skills, the ability to make timely and appropriate decisions within established operational policies and procedures, ability to recruit and direct the activities of volunteers and experience dealing with legal and financial matters pertaining to the elderly. Job performance is evaluated by the District Public Conservator through review of the level of service provided to clients, decision-making skills, accuracy and integrity of financial responsibilities, ability to recruit and train program volunteers, organizational and interpersonal skills and knowledge of the legal system as it pertains to conservatorship responsibilities.

Illustrative Examples of Work

- Assists with performing the duties and responsibilities of conservatorship as directed by the court including all assigned legal and financial responsibilities.
- Assists with making court appearances on behalf of clients and their families and prepares reports and other required documentation at the request of the court.
- Maintains communications with governmental and other social service agencies that provide services to clients.
- Assists with overseeing the management of financial matters for assigned clients and reviewing Medicare and other health insurance explanation of benefits (EOB's) and claims.
- Assists with visiting clients at least monthly to determine and assess their personal needs and/or need for additional supportive services.
- Assists with the coordination of social and medical services required to meet clients' needs.
- Prepares and maintains records of client services and financial transactions to insure the timely delivery of services and payment of financial obligations.
- Researches and provides follow up as needed on all client accounts and prepares all clients checks for payment and distribution.
- Maintains up to date logs of all personal activities and errands.
- Monitors client account balances on a monthly basis and informs the Public Conservator of any issues or concerns.
- Recruits and trains volunteers assisting with the program and maintains logs of their daily activities.
- Attends professional development sessions and workshops to remain current on new and/or updated program regulations and network with other service providers.
- Assists with serving on various boards and committees associated with the needs of the elderly population.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in Social Work or closely related field; a minimum of two years experience working with the elderly; knowledge of the court system(s) that deal with the needs of the elderly and establish conservatorships, power of attorney, legal guardianship, etc.; good organizational, interpersonal and decision making skills; dedicated attention to detail when dealing

with financial transactions; uncompromised integrity; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of legal proceedings and protocols associated with the assignment of conservatorship, guardianship, power of attorney, probate processes,
- Considerable knowledge of the medical and supportive social services required for the elderly population.
- Considerable knowledge of common medical conditions and issues affecting the elderly population.
- Considerable knowledge of local and regional social service providers, medical providers and other agencies that serve the elderly population.
- Knowledge of supervisory techniques and practices applicable to volunteer staff including the selection, training and evaluation of staff.
- Ability to interact with clients and family members in a professional and considerate manner.
- Ability to establish effective working relationships with the courts, judges, attorneys, service providers, etc.
- Ability to prioritize job related activities to insure the timely completion of required reports and meet established deadlines.
- Ability to supervise and direct the activities of volunteers in an effective manner.
- Ability to prepare and maintain detailed reports and financial information in an accurate and organized manner.
- Ability to maintain high ethical standards and uncompromising integrity when dealing with the financial matters of clients.
- Ability to maintain accurate records of all financial transactions including the reconciliation of client accounts, payment of bills, etc.
- Ability to consistently make timely and appropriate decisions in response to clients' situations and needs.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the use of computer hardware components including processing units, keyboards, disk drives, etc.
- Skill in the use of commonly used software programs including word processing, database management and spreadsheet applications.

Necessary Special Requirement

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.

Southwest Tennessee Development District
FLSA- Non-Exempt