



A Community of Caring People

Job Posting
Position: Full-Time Guardian Worker

Help Network of Northeast Ohio began in 1971 and is 24 hours a day 7 days a week Crisis Intervention/Suicide Prevention and Information Referral Agency. Today Help Network answers 16,000 calls a month and provides 15 other programs throughout the Valley including Guardianship and Payeeship services, Victims' Assistance, education, and prevention surrounding mental illness and addiction, along with housing to name a few. Help Network is certified by The Ohio Department of Mental Health and Addiction Services, American Association of Suicidology (AAS), Association of Information and Referral Services (AIRS) and the Commission on Accreditation of Rehabilitation Facilities (C.A.R.F.)

Skills:

If you want to work for a leader in crisis intervention and community resources who provides opportunities for professional growth, we are looking for a dynamic compassionate individual to work a flexible full-time schedule. The successful candidate will be trained and supervised on an ongoing basis to ensure the success of the employee. The successful candidate must demonstrate good critical thinking skills, good communication skills and the skills to collaborate with other staff, departments, and other behavioral health organizations to meet the needs of the organization. Be dedicated to getting to know the ward and establish a positive rapport with the ward, and at times the wards family.

Qualifications:

Bachelor's Degree in the Human Services Field, Psychology or Social Work preferred, Licensed or eligible for licensure by the State of Ohio Counselors and Social Workers Board and. LSW preferred.

- Complete intakes of new referrals and maintain files on caseload.
- Prepare and submit expert evaluations and written to the Court according to court rules in a timely manner.
- Attends court hearings and prepares all necessary reports and documentation for the Court. Makes written and oral recommendations to the Court and testifies as required.
- Gather necessary background information for attorneys and Court hearings.
- Compiles, organizes, and maintains accurate and up-to-date case files.
- Attend treatment planning meetings, sign documents and advocate for the wards.
- Visit monthly with wards and maintain regular contact with Provider Agencies in the service area.
- Attends program staff meetings and continuing education sessions as scheduled.
- Ability to relate professionally with judges, court administrators

Salary Range: \$15.00-\$17.00 includes paid holidays and paid sick. Up to 40 hours per week

Please send a letter of interest and your resume to:
Human Resources
Attention: Danielle Adair, Director of Operations
dadair@helpnetworkneo.org

Help Network of Northeast Ohio is an equal opportunity employer