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| **Class Title:** Deputy Public Guardian Conservatorship III **Closing Date:****Salary:**$32.93 - $41.16 Hourly$2,634.40 - $3,292.80 Biweekly$5,707.87 - $7,134.40 Monthly$68,494.40 - $85,612.80 Annually |  |
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| [**Definition**](http://agency.governmentjobs.com/sanmateo/default.cfm?action=viewclassspec&ClassSpecID=5659) [**Benefits**](http://agency.governmentjobs.com/sanmateo/default.cfm?action=viewclassspec&ClassSpecID=5659&ViewBenefits=Yes) |
| The Aging and Adult Services Division of the Health System is seeking an **Elder and Dependent Adult Protection Team (EDAPT) Deputy Public Guardian Conservatorship (DPG) III.**EDAPT is a new initiative focused on identifying, addressing and preventing the financial abuse of elder and dependent adult residents of San Mateo County through an integrated, coordinated team approach. EDAPT is a joint initiative of Adult Protective Services and the District Attorney's office, drawing on internal and external resources to facilitate an efficient and effective response to abuse, and training for law enforcement and outreach to the public.**DISTINGUISHING CHARACTERISTICS The EDAPT Deputy Public Guardian III** will work under general supervision and identify, investigate and prevent the abuse/maltreatment of elders and dependent adults, with a specific focus on the prevention of financial abuse, coordinate with key EDAPT stakeholders to account and secure the income and assets of frail elderly, dependent adults; provide assessment and advocacy services to elders and dependents adults at risk of abuse; serve as a liaison with specific county and state facilities, law enforcement, criminal court system, public, private and assigned agencies; and handle financial abuse cases which present the greatest liability to elder, gravely disabled and dependent adults and/or the County.This person will report to the Deputy Public Guardian Supervisor of Aging and Adult Services*.*The ideal candidate will be able to develop and maintain collaborative partnerships with a variety of organizations; have strong assessment, investigational, oral and written communication skills; and have familiarity with Adult Protective Services (APS), Public Guardian/Public Conservatorship and Probate Services, law enforcement, Victim Services, and the criminal court system. |
| **Examples Of Duties:**  |
| **Duties may include, but are not limited to, the following:*** Serve as liaison to law enforcement, District Attorney’s Office, County Counsel Office (CCO) and the criminal court system during financial abuse investigations.
* Explain, interpret, and clarify Aging and Adult Services' policies and procedures and elder and dependent adult rights and responsibilities.
* Facilitate Adult protective Services (APS) and EDAPT services.
* Developing solutions for emergency problems and expediting delivery of needed services for elders and dependentadults.
* Assess the human service needs, physical and mental, of the elderly and dependent adults placed under the jurisdiction of the Public Guardian.
* Develop comprehensive care plans for the elderly and dependent adults, which address their assessed needs and level of functioning, reviewing such plans on an on-going basis and modifying as appropriate.
* Participate in Multidisciplinary Team Meetings (MDT’s).
* Investigate and manage the most difficult or complex elder and dependent adult financial abuse cases.
* Locate and direct the marshalling of all assets, including Social Security benefits, veterans' benefits, other income, and personal and real property.
* Conduct inventories for all cash assets and real and personal property during a financial abuse investigation.
* Arrange for the storing of personal property and assist in disposing of real and personal property through sale, public auction or disbursement to relatives, as appropriate.
* Prepare detailed reports for the Superior Court which include the need for conservatorship, care plans to address the assessed needs, and accountings of all assets and disbursements.
* Prepare and maintain comprehensive, accurate and timely case reports, records, and correspondence, including petitions and court reports.
* Interview, advise and confer with elders, dependent adults, relatives, EDAPT stakeholders and other collaterals concerning the person’s care and the administration of their estate.
* Interpret the rules, regulations, and policies of APS and EDAPT protocols to elders, dependent adults and collaterals.
* Monitor and evaluate casework performance, and assist with difficult financial abuse cases or stressful client situations.
* Perform related duties as assigned.
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| **Qualifications:**  |
| **Knowledge of:*** Basic principles and practices of lead work.
* Principles, policies and procedures used in conducting comprehensive assessments of mentally and functionally disabled persons, the elderly, dependent adults and their families.
* Principles, policies and procedures used in developing care plans for mentally and functionally disabled persons and the elderly.
* Welfare and Institutions Codes, Penal Code statues and other applicable laws and regulations relating to person and estate management, specifically those regulations relating to elder and dependent adult abuse. .
* Regulations governing Federal Assistance, Social Security benefits, Veterans Administration benefits and other entitlements.
* Principles and techniques used in estate and financial investigation to determine elder, dependent adults assets, including real property, stocks, bonds and bank deposits.
* Functions and procedures of the court system.
* Social and community resources available.
* Psycho-social, medical, and economic interrelationships that result in individual and social abnormalities.
* Multi-cultural and ethnic diversity.

**Skill/Ability to:*** Assess problems and take appropriate action, particularly in emergency and/or difficult situations.
* Develop and maintain effective and cooperative working relationships with County staff, stakeholders, service providers, community agencies, and individuals contacted in the course of the EDAPT work.
* Work effectively with mentally and emotionally disabled persons, the elderly, dependent adults and their families.
* Maintain complete and accurate case records.
* Prepare clear, concise written reports.
* Read, interpret, and implement complex written materials.
* Communicate effectively, including speaking clearly and concisely.
* Develop and implement comprehensive case plans.
* Organize and manage large volumes of paperwork.
* Respond immediately to elder and dependent adult needs in the home and/or alternative settings.
* Ability to maintain a working relationship with the EDAPT Community Program Specialist in order to discuss themes and community entities that can benefit from EDAPT outreaching, education and training.
* Work collaboratively with law enforcement, District Attorney Office and County Counsel Office to locate and direct the marshalling of all assets of elders and dependent adults.

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is: Three years of experience coordinating the care and managing the income and assets of frail elderly, dependent adults and gravely disabled persons. |