

**LIFE NAVIGATORS  
POSITION DESCRIPTION**

**POSITION TITLE:** Guardianship Program Coordinator

**REPORTS TO:** Program Manager

**POSITION CLASSIFICATION:** Exempt

**PRIMARY RESPONSIBILITIES:**

1. Provide direct support, intervention, advocacy, and technical assistance services to individuals with disabilities, in need of legal guardianship of the person, services. Provide consistent oversight of services addressing health, physical, emotional, financial needs, and resolving crisis issues that impact each consumer's health, safety, and well-being. Provide ongoing support and advocacy to each consumer.
2. Make decisions regarding the health, safety, and well-being of the consumers served. Coordinate services with consumers' network and care team to develop a service plan that reflects person-centered planning in the least restrictive environment.
3. Create a network of support and cooperation between families, professionals, and community agencies involved in the well-being of each consumer served.
4. Complete required monthly visits and completion of timely documentation and reporting. Report any unusual findings to a supervisor and the consumers' care team.
5. Continually reevaluate consumers' well-being to identify additional needs (functional and environmental) that are not addressed in their current care plan.
6. Coordinate with Aging and Disability Services, Adult Protective Services, My Choice Wisconsin, Waukesha County and other authorities when consumer situations warrant. Work with the legal system and attend court hearings to advocate for consumer's needs and complete required reporting and documentation.
7. Maintain accurate information and documentation, including conducting assessments and preparing reports, correspondence, and program documentation for Life Navigators purposes and for funding sources with emphasis on timely documentation.
8. Document all actions taken and time spent on behalf of each consumer in the program database. Ensure safe and confidential handling of consumer documentation, reviewing documents for completion prior to filing and timely reporting.
9. Assist in the organization in the completion of Court Comprehensive Evaluations as delegated by Supervisor.
10. Provide information, education, and assistance services to individuals, families, and the community.
11. Develop, organize, and conduct public information, education, and outreach presentations for individuals with developmental disabilities, families, and professionals to increase the community's knowledge of developmental disabilities and services.
12. Administer policies and procedures effectively and performs related duties as required or delegated by supervisor.

**QUALIFICATIONS:**

1. Bachelor's degree in social work or related field. Master's degree preferred.
2. Excellent written and oral communication skills with the ability to communicate key information clearly and in a timely manner.
3. Strong group facilitation skills and the ability to conduct outreach activities and program development.
4. Minimum of two years' experience in serving individuals with disabilities.
5. Excellent computer skills, including knowledge of Microsoft Office Suite.
6. Strong organizational skills with the ability to multitask, prioritize, plan, and work collaboratively with an array of stakeholders including consumers, families, service providers, and funding sources.
7. A valid Wisconsin Driver's license, vehicle, and automobile insurance that meets agency policy.

**Salary and Benefits:** Life Navigators offers a comprehensive benefits package, salary commensurate with experience.



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RECEIPT ACKNOWLEDGMENT**

Employee  
Acknowledgment \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the key functions of the position described and shall not be construed as a detailed description of all the work requirements that may be inherent in the position.