LIFE NAVIGATORS
Your Disability Partner EST. 1949

POSITION ANNOUNCEMENT
GUARDIANSHIP PROGRAM COORDINATOR
Ongoing

Life Navigators is a small but mighty agency that works with kids and individuals with disabilities to ensure they are living safe, happy, and healthy lives in our amazing community. At Life Navigators, we believe our employees should lead balanced lives, and we offer employees the flexibility to do so through hybrid work. Our team is supportive and encouraging of each other. Employees, board members, and our partners are committed to giving individuals with varying abilities the opportunity to live lives that have purpose and meaning. Together, we are impacting over 4,200 kids, adults, and families each year and are motivated to continue to do so. We have been named a "2026 Best Places to Work" by the Milwaukee Business Journal! We are honored to rank among the best in the area for the eighth year in a row.

Life Navigators is looking to hire a Guardianship Program Coordinator to join our dedicated and expanding team. Life Navigators mission is to improve the quality of life for individuals with developmental and related disabilities, their families, and the greater Milwaukee community through information, education, and life planning programs.

Our Guardianship Program Coordinators have a caseload of 35-40 individuals, ages 18 and up, in Milwaukee County and the surrounding area. The Guardianship Program Coordinator provides informed substitute decision-making for individuals on their caseload regarding social supports, medical care, and placement. Our team of Guardianship Program Coordinators advocates for the individuals we serve to ensure their independence, needs, desires, rights, and personal choices are balanced with the individuals' best interests.

Bachelor’s Degree in social work or related field required. Minimum of two years' experience in serving individuals with disabilities. Experience working in long-term care or with Managed Care Organizations is preferred. Strong written and verbal communication skills; ability to promote programs and services a must. Conversational Spanish skills are strongly desired. Personal transportation and insurance required. EOE. If you are interested in this position, please forward your cover letter and resume to the contact below. Please see attached Job Description for additional information.

Business Manager
Life Navigators
7203 W. Center Street
Wauwatosa, WI 53210
Email cover letter and resume to:
information@lifenavigators.org

LIFE NAVIGATORS
POSITION DESCRIPTION

POSITION TITLE: Guardianship Program Coordinator
REPORTS TO: Program Manager
POSITION CLASSIFICATION: Exempt
POSITION SUMMARY: Guardianship Program Coordinators have a caseload of 35-40 individuals, ages 18 and up, in Milwaukee County and the surrounding area. The Guardianship Program Coordinator provides informed substitute decision-making for individuals on their caseload regarding social supports, medical care, and placement.
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. Minimum of two years' experience in serving individuals with disabilities.
3. Excellent written and oral communication skills with the ability to communicate key information clearly and in a timely manner.
4. Strong group facilitation skills and the ability to conduct outreach activities and program development.
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.