

## **Lifeline Community Guardian**

Lifeline is seeking an experienced professional to serve as a Community Guardian for the Lake County Volunteer Guardian Program in partnership with the Lake County Probate Court.

- Provide ongoing community care coordination for wards of our Lake County Guardian Program.
- Properly advocate for the physical and mental well-being of their wards.
- Conduct client visits monthly, as required, in person or by video conference; more frequent visits may be necessary based upon acuity of a case.
- Complete assessments identifying the client's needs and preferences, develop care plans by identifying services and support, refer clients for appropriate treatment plans, make consent decisions based on the best interest of the ward.
- File court reports in a timely manner to remain in compliance with Probate Court rules.
- Enter ward data and care coordination notes into the MonAmi database for service documentation and reporting. Clear, concise and complete case notes are essential for program accountability.
- Communicate successfully and effectively with the Lifeline, Probate Court and all external partners and funding sources, as well as with each ward's social supports.
- Follow all statutes and rules that regulate the manner in which the guardianship is to be carried out and foster a working relationship with the Lake County Probate Court to ensure that all pertinent matters of each individual guardianship are reported properly to the Court.
- Provide effective and professional communication skills verbally, in writing, and in virtual environments, with diverse audiences including medical providers, elected officials, attorneys, and members of the general public is essential.
- Act as a liaison to the volunteers of the program and assist with difficult situations and decisions as needed.
- Participate in community outreach and educational events to serve as requested.
- Attend regular team meetings and any/all additional meetings and trainings as needed.
- Performs other duties as assigned as they specifically relate to the mission of Lifeline, Inc. or Lake County Guardian Program.

High School diploma or equivalent required. Bachelor degree and LSW preferred. A minimum of one-year relevant work experience within Lake County or with targeted populations to be served is preferred.

The Program Coordinator will be eligible for all associated benefits including health benefits and paid time off. Volunteer Guardian Program staff will travel locally to meet with individuals and community partners.

Job Type: Full-time M – F

Pay: \$20.00 - 22.00 per hour

Lifeline Reentry Program Coordinator

Lifeline's Reentry Coordinator will oversee the efforts to address reentry issues for ex-offenders who are returning to the Lake County community. This position will use the Lake County Reentry Coalition's strategic plan as a guide for short- and long-term goals. As the Reentry Coordinator, the selected individual will be responsible for:

- Representing Lake County Reentry program on the local, regional and state level
- Leading Reentry Coalition meetings and other meetings
- Visiting jails and correctional institutions to work with staff and inmates
- Seek sponsorship for Reentry Coalition events
- Community outreach
- Tracking outcomes and researching additional funding opportunities
- Some travel is required (local and state)
- Coordinate fiscal operations for program activities, tracking and reporting
- Provide accurate documentation in accordance with federal, state and internal program guidelines
- Maintains up-to-date knowledge of available resources county-wide
- Provide clients with appropriate referrals to other various social services organizations

Additional program duties will be required.

*Prior criminal justice and public speaking experience is preferred, though not required.*

A high school diploma or GED is *required* and some secondary education is *preferred*.

Job Type: Full-time

Pay: \$17.50 - \$18.50 per hour