Staff Guardians

Job Details

- Salary: $41,000 Annually (minimum)
- Type: Full-Time, Flexible
- Open to Contract/Part-time Positions Depending on Locations

Looking for deeply meaningful work helping vulnerable people live full and abundant lives? Louisiana Guardianship Services, Inc is looking for a staff curator/guardian. LGSI is Louisiana’s only professional guardianship service and serves as the state’s guardian of last resort. As part of the LGSI team you will carry out the duties of a court-appointed guardian for the vulnerable elderly and developmentally disabled populations with the assistance of staff attorneys, accountants, and other guardians.

As a Staff Guardian, you will:

- Advocate for individuals for least restrictive life choices that enable them to live full and dignified lives.
- Supervise, Monitor, and make decisions regarding clients’ personal and health care needs. This can include authorizing medical, therapy, treatment, support, vocational, and other services.
- Sign legal documents on behalf of the client such as consents, admissions, lease agreements, and financial benefits.
- Travel to visit clients at least monthly. Travel is contained within Louisiana and most often within a certain region (mileage reimbursement provided).
- Work as a member of the client’s support team to ensure appropriate living environment and services.
- Be responsible for the financial management and oversight of clients’ funds with the assistance of staff attorney and accountant.
- Provide Monthly Client Reports to the Executive Director and Annual Reports to the Court.

As a Staff Guardian, we offer you:

- Minimum Annual Starting Salary of $41,000, based on experience.
- Mileage Reimbursement/Pre-paid lodging if required for Client Travel.
- Flexible, On-site/Virtual Work Schedule.
- Professional Development Opportunities including National Certified Guardian through the Center for Guardianship Certification (within 1st year of employment).
- Excellent Benefits package that includes fully paid medical, dental, and vision insurance, retirement with employer matching.
- Generous PTO plan, paid holidays, and float days.

Qualifications

- Bachelor’s Degree required (social services preferred).
- Driver’s License with Reliable Transportation & Clean Driving Record.
- Two Years’ Experience working with vulnerable populations (Elderly/Children/Developmentally Disabled) Preferred.
- Ability to exercise sound judgment and decisiveness in the best interests of clients regarding major financial and life & death situations.
- Extreme attention to detail for communication, accurate & timely reports.
- Pass Background Checks.

Send inquiries, cover letter, and resumes to executive.director@laguardianship.org