

**POSITION ANNOUNCEMENT**  
**Office of the Cook County Public Guardian**

**Position:** Director of Case Management Department

**Summary:** The Director of Case Management provides and oversees comprehensive management of the department's provision of services to individuals served by the Office of the Public Guardian (OPG). Additionally, the Director supervises a team of case managers, assigns intake cases for field assessments, chairs pre-appointments meetings and mental health committee meetings for consideration of guardianship petitions and initial care planning, and provides on-call and back-up on call coverage.

**Essential Duties and Responsibilities:**

The following core duties are fundamental to the performance of the job. Other duties may be assigned and/or may be necessary to the performance of the job.

- Provide comprehensive management and supervision of field supervisors, case managers and registered nurse.
- Provide direction and leadership with daily departmental operation and with ongoing program development, quality assessment, measurement and improvement.
- Ensure that individual's clinical and medical needs are being met appropriately.
- Ensure that individuals are in a clinically appropriate and safe placement in the least restrictive setting.
- Monitor statutory requirements for monthly and quarterly contacts on assigned and supervised cases.
- Monitor the environmental, placement, physical, psychiatric, social and personal needs of assigned and supervised cases.
- Evaluate, monitor and coordinate on an ongoing basis individual's care, placement and status in diverse settings including, but not limited to: individual's home, nursing homes, community placements, CILA's, supportive and assisted living, psychiatric settings, and hospitals.
- Communicate significant updates on major medical consents, deaths and allegations of abuse or neglect to Deputies and Public Guardian.
- Complete intake field assessments for individuals under consideration of guardianship as needed.
- Develop and maintain a working knowledge of the medical and clinical issues that affect individuals served.
- Explore and assess community resources for strong familiarity with options for professional services for care planning, including residential, vocational, medical, rehabilitative, therapeutic and recreational offerings.
- Develop and maintain a working knowledge of resources including placements, services, and programs available to assist wards.
- Oversee individual's advance directives and facilitate discussions regarding decisional capacity substituted judgement or best wishes. Coordinate consideration of end-of-life decision planning for individuals served and insure due diligence in process.
- Responsible for oversight of the coordination and preparation of funeral and burial arrangements.
- Coordinate care for individuals by diverse providers included but not limited to physicians, psychiatrists, home health agencies, hospice and palliative providers, recreational and religious services.
- Formulate, monitor, and evaluate, plans of care for individuals served.

- Access the level and quality of services being provided and determine appropriate recommendations.
- Participate in care plan conferences and interdepartmental meetings.
- Attend property inspections and inventories in the field as needed.

**Qualifications:**

Minimum of Master's Degree with LCSW preferred, Bachelor's Degree in social work, gerontology, psychology or related human service field required. A minimum of five years of management experience is required. Experience supervising remote staff preferred. Must possess excellent analytical, assessment, written and oral communication, professional, interpersonal and leadership skills. Must be knowledgeable of community medical and health resources, extended care, mental health programing and other social service resources on behalf of individuals served. Must be well organized and detail-oriented and have ability to handle multiple tasks and crisis situations. Must be willing to travel extensively in Cook County with some out of county travel required as needed. Must display a strong commitment to serving individuals in least restrictive setting. Must be able to work independently and as part of interdisciplinary team to meet constant deadlines.

**SUBMIT RESUME TO:**

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