



## **Volunteer Guardianship One on One**

### **VOLUNTEER GUARDIANSHIP PROGRAM VOLUNTEER JOB DESCRIPTION**

A Volunteer Guardian (VG) serves as a legally appointed guardian of the person for an incompetent, indigent adult. The VG acts in the best interest of the ward as an advocate and substitute decision-maker in the care and management of medical and personal affairs. Activities related to management of the guardianship include: one contact per month with their ward, contact/intervention with service providers and family members, as appropriate and personal decision-making including appropriate living arrangements, medical care, and pre-need funeral arrangements.

#### **RESPONSIBILITIES:**

- Visit ward at least once monthly and conduct other activities for the ward as needed.
- Have telephone contact with the facility to discuss ward's well-being and respond to any calls or inquiries regarding the ward.
- Prepare and maintain records concerning activities with or on behalf of ward, as required by Probate Court, VGP and/or service provider.
- Complete in a timely manner, evaluations and monthly timesheets requested/required by VGP.
- Fulfill all Probate Court requirements, specifically to:
  - a. Attend court hearings and follow the oath of Guardianship
  - b. Submit the Guardian's Report and Statement of Expert Evaluation annually (every year), with the assistance of the Volunteer Guardianship Program and/or attorney.

#### **REQUIREMENTS**

- Complete application, including references, interview with staff, and background check. Inform the Volunteer Guardianship Program within 24 hours of any conviction for violation of the criminal law.
- Complete a onetime six hour training program, and three hour training annually
- Maintain current valid Ohio driver's license and have access to an automobile. If no driver's license, access to public transportation.
- Be able to commit at least one year to the program.