

**EXECUTIVE DIRECTOR OF THE OFFICE OF PUBLIC GUARDIANSHIP PILOT PROGRAM**

Opportunity Information		Contact Information	
<b>Opportunity Title:</b>	Executive Director of the Office of Public Guardianship Pilot Program	<b>Name:</b>	Deb Bennett-Woods
<b>Location:</b>	Denver	<b>Title:</b>	Chair of the OPG Commission
<b>Department:</b>	Office of Public Guardianship Pilot Program	<b>Address:</b>	
<b>Posted Date:</b>	07/11/2019	<b>Phone:</b>	720-320-2405
<b>Closing Date:</b>	08/11/2019	<b>Email:</b>	<a href="mailto:OPGCommission@gmail.com">OPGCommission@gmail.com</a>

**Brief Description**

\*\*\*This is a courtesy posting for the Office of Public Guardianship Pilot Program.\*\*\*

The Office of Public Guardianship (OPG) Pilot Program is now accepting applications for the position of Executive Director.

Compensation for this position ranges from \$115,000 to \$120,000.

**Mission of the Office of Public Guardian Pilot Program:**

The mission of the Office of Public Guardianship Pilot Program is to:

Provide guardianship services for indigent and incapacitated adults, within the targeted judicial district(s), when other guardianship possibilities are exhausted. If Colorado adults lack willing and appropriate family or friends, resources to compensate a private guardian, and access to public service organizations that offer guardianship, the OPG provides guardianship services to secure the health and safety of these individuals while preserving their independence wherever possible. Assess the need for and feasibility of a statewide office of public guardianship services and provide detailed recommendations for action to the Colorado General Assembly.

\*Until 2023, the Office of Public Guardianship will be a pilot program serving the second, seventh, and seventeenth Judicial Districts of Colorado, conditional upon funding as it becomes available.

**OPG Values:**

*Dignity:* At risk adults are treated with individual dignity and respect.

*Self-determination:* The concerns and decisions of at-risk adults are, to the greatest extent possible, considered with assistance to regain or develop capacities and participate in supported decision-making and person-centered planning

*Access and Quality:* At risk adults should receive timely access to appropriate services, consistent with best practice, to ensure personal safety and well-being.

*Collaboration:* The OPG actively seeks collaborative relationships with governmental and community stakeholders to maximize resources and support continuous improvement of policies and processes.

*Accountability and Transparency:* Outcomes of the pilot project are defined, documented and made available to the Colorado General Assembly and the public, as required by statute, accurately and on a timely basis.

**Executive Director Position Description**

Applicants should refer to § 13-94-104, C.R.S., for a comprehensive description of the pilot project.

The Executive Director serves at the pleasure of the five-member appointing Commission and is responsible for ensuring that the Office meets the requirements of § 13-94-104 et seq.

**Qualifications**

*Minimum Requirements:*

*The candidate must:*

- Hold a BA/BS in a relevant field, including but not limited to human services social work, nursing, law, or public health with 5 years related work *experience*

OR

- *Hold a BA/BS in an unrelated field with certification/licensure in a relevant field and 5 years related work experience. Have a working knowledge of guardianship or case management*

*Preferred Requirements:*

*The ideal candidate will:*

- *Hold a masters or doctoral degree in a related field, including but not limited to, human services, social work, nursing, law or public health, with relevant licensure or certification, and with 6-8 years of relevant work experience*
- *Have a working knowledge of guardianship or case management, as well as experience in public sector or non-profit management*

*Preferred Skills and Abilities*

- *Ability to engage the support and collaboration of a wide range of community stakeholders and state legislators and administrators*
- *Demonstrated abilities in marketing, public relations, fundraising and advocacy in non-profit, for-profit or governmental environments*
- *Demonstrated abilities in the collection, analysis, synthesis and reporting of data for needs assessment and service expansion*

*The Executive Director will perform the following:*

- *Establish, develop, direct, and administer the Office of the Public Guardianship, including creation of professional standards and a code of ethics for office employees and guardian-designees, cultivation of relationships with relevant stakeholders, implementation of a data management system, and adoption of eligibility and prioritization criteria for referrals*
- *Conduct recruitment, hiring, training, supervision and termination of office employees, including:*
  - *Establishing expectations and provide employee performance feedback on an on-going and annual basis, and assist employees in establishing goals*
  - *Providing recommendations regarding employee's employment probationary/trial period*
- *Initiate and manage internal MOUs and external contracts as needed*
- *Review referrals to the Office*
- *Establish a policy and respond to complaints against the office, including oversight of investigations as needed*
- *Create and maintain a public guardianship data management system*
- *Office management, financial planning, and budgeting*
- *Assure financial viability of the pilot project through working with the General Assembly and Joint Budget Committee as well as development of a fundraising plan, policies, procedures and materials; identification, cultivation and solicitation of donor prospects; identification and pursuit of grant opportunities; and effective collaboration with the Commission on fundraising initiatives*
- *Initiate and deliver public education and outreach regarding the role of the office and guardian-designees, including requests for information*
- *Analyze legislation impacting the OPG, inform the Commission of necessary responses, and advocate for the interests of the OPG and the individuals it represents*
- *Collect, analyze and synthesize data from the pilot project to prepare and justify strategic and operational plans and legislative funding requests for the permanent establishment and legislative funding of the statewide Office of Public Guardianship*
- *Report on OPG activities, concerns, and issues to OPG commission members, including the OPG budget, legislation, policies, and statutory mandates*
- *Prepare interim and final reports to the Colorado General Assembly, including recommendations, on the activities of the OPG and the need of guardianship services in Colorado to the General Assembly; the Executive Director is*

*responsible for special duties pursuant to the statutory evaluation of the OPG occurring by January 1, 2023 and found in C.R.S. 13-94-105(4) et seq*

HOW TO APPLY:

- Please provide cover letter, resume, and respond to the two application questions below. For the application questions, please provide responses for both questions that are no more than five pages total length in 12-point Century Schoolbook font. Please submit the completed application package to [Careers@judicial.state.co.us](mailto:Careers@judicial.state.co.us)
- THE TWO APPLICATION QUESTIONS:
  - Briefly describe your knowledge and prior experience with (a) project management; (b) research; (c) fundraising or grant writing; (d) hiring and supervision; (e) budget management; and (f) strategic planning.
  - Describe your interest in this position, including what excites you and what challenges you anticipate.

**Detailed Job Information**