

Job Title:	Lifecare Manager/Guardianship Representative Supervisor
Department:	Clinical
Company:	LCI or LCG
Supervisor:	Clinical Manager
Job Status:	Exempt

Position Overview:

The Lifecare Manager/Guardianship Representative Supervisor (LM/GRS) serves as the primary lifecare manager in administering plans of care for clients. The LM/GRS reports directly to and works under the supervision of the Clinical Manager.

Duties and Responsibilities:

- Perform client related tasks/projects for client/estate
- Update Manager on status of clients and projects
- Conduct client assessments to develop care plans for new clients
- Implement care plan for client and advocate on behalf of client
- Liaises for client as an experienced guide and resource among family members, trust officers, doctors, attorneys, etc.
- Represent LCI/LCG in court as needed
- Create annual reports for court
- Maintain client reports/documentation
- Manage client budget
- Oversee financial management, audits, and entitlements
- Handle On-Call duties per company policy
- Meet billing quota
- Supervise staff
- Perform other related duties as assigned

Qualifications and Requirements:

- Master's degree in psychology, social work, human services or another related field
- 5+ years of experience in social services or related field
- Licensure in field of study
- Valid driver's license, auto insurance and reliable vehicle to travel for client related work
- Prior clinical experience in social services or another related field
- Strong computer skills in MS Office, Adobe, etc.
- Ability to work independently and in a team setting
- Strong listening skills; sensitive/compassionate to the needs of clients
- Strong communication skills both verbal, and written
- Ability to thrive in a fast paced, deadline driven environment