VOLUNTEER GUARDIAN JOB DESCRIPTION

As established under Chapter 54 of the Wisconsin Statutes, Guardianship is a legal relationship created by the county circuit court to provide a ward deemed incompetent with a guardian to:

1) Exercise rights the ward is mentally unable to exercise;
2) Make decisions the ward is mentally unable to make;
3) Be an advocate for the ward's interests

HOURS
The amount of time required will depend on the needs of the ward. This may vary from once a month for routine involvement to possibly more frequent contacts for urgent decision making and action by the guardian if a crisis arises. Guardianship is tailor-made for the individual. The volunteer guardian and ward will determine the level of involvement based on the ward's presenting health and placement status. Responsibilities will continue until either the death of the ward or the resignation of a guardian (but not until recruitment of a successor guardian is completed). Volunteer guardians have the option of accepting or declining any case that is offered.

SPECIFIC RESPONSIBILITIES
1. Supervision and coordination of services on behalf of the individual ward.
2. Make regular contact (at least once a month) to ensure proper care and treatment and be available by phone for possible emergencies.
3. Act as an advocate and authorize medical care and release of information as needed.
4. Complete a simple annual report form for the Brown County Probate Office regarding the status and condition of the ward, and if applicable, complete an annual account if finances are handled.
5. Submit a monthly report of volunteer hours, and if elected, an expense sheet for a stipend and mileage reimbursement.
6. Follow all State of Wisconsin statutes pertaining to guardian's responsibilities with the ward.
7. Maintain confidentiality of the ward's personal information.

KNOWLEDGE, SKILLS, AND ABILITIES
An on-going commitment to staying attentive to and active in the life of a ward deemed to be incompetent.

ORIENTATION AND TRAINING
Initial orientation is given to all volunteers to familiarize them with goals and services and to provide volunteer guardians with the necessary background to carry out their duties and responsibilities. Case specific assistance from case managers is on-going. Individual and group training are available. Volunteers are also invited to optional local and regional workshops and conferences.

Reimbursement Available Upon Request

An optional monthly stipend of $15.00 per ward plus reimbursement for expenses such as postage, photocopying, and mileage reimbursement at the annually established rate is available upon request.