

## **First Fiduciary Corporation - Care Manager Position**

### **Job Title: Care Manager**

City, State or Zip Code: Eagan, MN, 55123 USA

Job Description: Social Services / Healthcare / Nursing / Nonprofit

Status: Full-time Position

Reports to: Director of Care Management

Employee Benefits: Competitive Salary and Benefits Package

### **Main functions:**

The care manager will carry out the duties of court appointed guardian and conservator, health care agent, care manager, trustee, or other fiduciary services as an agent of First Fiduciary Corporation.

### **Duties:**

- Support clients in making personal and health care decisions when they require or request assistance or act on the client's behalf when they are unable to participate in the decision making process
  - Work as a member of support team
  - Authorize or support the client in consenting to medical services (including surgery and medications), therapy, treatment, support, vocational, and other services
  - Interpret and implement advanced directives and other healthcare or service instruction from the client
  - Sign or support the client in signing legal documents (consents, admission paperwork, etc.)
  - Ensure appropriate living environment and services
- Visit clients in their home, residence, or clinical or medical settings
- Secure and oversee financial assets and accounts including checking, savings, CDs, stocks and other investments
  - Open, close, and retitle client financial accounts and investments
  - Authorize expenditures
  - Scan and save client documents including invoices, deposits, statements, legal documents, and other important information
  - Ensure completion of inventories and accountings
- Complete court required forms
- Manage client financial affairs
  - Apply for benefits, complete reports, and ensure continuation of benefits to which client is entitled
  - Secure homestead, personal items, and other real estate
  - Sell homestead and other real estate as appropriate
  - Appear in court on petition to sell

- Appear in court to be appointed guardian & carry out the duties of the guardian
- Be on-call for client emergencies
- Maintain detailed activity log of all services and activities performed on behalf of clients
- Maintain client files
- Perform Office Administrator duties as assigned
- Perform other duties as assigned

**Position Requirements:**

- Bachelor's Degree in Human Services or other relevant field or 4 years of experience in closely related field with similar clients and similar decision-making capacity.
- Two years of experience with similar client populations and needs
- Required Center for Guardianship Certification / National Certified Guardian (NCG) exam after first year of employment.
- Valid driver's license
- DHS background check

The candidate must possess clear and unbiased thinking and decision-making skills, have strong assessment skills, and be able to weigh supportive decision making versus the best interest of a client. The candidate must also recognize threatening situations (for client and for self) as the incumbent is required to visit clients in their homes. The candidate may be involved with medical emergencies for clients and other sudden changes in client situations such as loss of housing, legal action against client, or loss of income to client. The incumbent will serve as the agency's on-call person for a seven-day period, about 5-7 times a year. The average number of calls per on call week is about 5 calls. The position requires about 50% of its time spent away from the main office traveling locally and visiting with clients.

**Qualified Candidates should submit a Cover Letter, Resume and Salary Requirements to HR@FFCorp.com**

Hiring Company: First Fiduciary Corporation (FFC)

Are you a detail-oriented individual who enjoys working in a fast-paced environment?

Become a part of our growing company!

First Fiduciary Corporation (FFC) is a Professional Fiduciary Agency created in 1969. FFC provides personal and financial services to a wide variety of individuals and has served the needs of clients and their families for over 50 years. The Agency acts as Guardian, Conservator, Care Manager, Trustee, Personal Representative/Executor of Estates, Attorney-in-Fact/Power of Attorney, Health Care Agent or Representative Payee and is engaged by individuals, banks, attorneys and family members to provide advice or assistance with financial and care management decisions.

First Fiduciary Corporation is an Equal Opportunity Employer.