



Division of Aging and Adult Services
Department of Community and Human Services
6101 Stevenson Ave., Suite 200
Alexandria, VA 22304
Fax: 703.746.5975

alexandriava.gov

703.746.5999

Guardian-Conservator

Volunteer Guardian-Conservator Job Description

Purpose of Position: To assure the well-being of an incapacitated Alexandrian living in an Assisted Living or Nursing Facility

Responsibilities

- Visit with Incapacitated Person prior to Court Hearing
- Discuss Needs with DAAS Social Worker
- Attend Court Hearing
- Submit personal care plans, financial plans, inventories and appraisals, and annual reports including Medicaid applications when appropriate, accurately and on time
- Coordinate and monitor professional services needed by the incapacitated person, such as selecting a caretaker, in-home care, and other services.
- Assure the well-being of the Incapacitated Person by visiting monthly, including participating in care planning meetings if the Incapacitated Person is in a nursing home or assisted living residence
- Encouraging the Incapacitated Person to make as many decisions as feasible
- When making decisions on behalf of the Incapacitated Person, follow the person's wishes as much as possible
- Paying all bills on time
- Maintaining eligibility for public assistance programs, e.g., Medicaid
- Funds that belong to the person under conservatorship remain the property of that person, and do not become property of the conservator. All funds are accounted for and kept separate from the conservator's personal funds. The conservator acts on behalf of the incapacitated person only to the extent of the person's assets.
- Submit detailed invoices to the Division of Aging and Disability Services within **15 days of actions taken.**

Desired Qualifications

- Ability to get along with older adults
- Sensitive, caring and patient attitude
- Access to transportation

Time Commitment

- Minimum two (2) year commitment with continuation until person expires
- Minimum of once a month visit to person
- Four hours of basic training over three sessions; additional hours of independent work (varies by person based on what the person needs)
- Invitation to two hour quarterly meeting for all guardians

Benefits

- Opportunity to positively influence the lives of older adults
- Opportunity to learn complexities of older adults
- Access to high-quality resource material and experts at the state and federal level