

# Greater Wisconsin Agency on Aging Resources

## Position Description

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**Position Title:** Guardianship Support Center Managing Attorney

**Reports to:** Elder Law Center Manager

**Position Status:** This is a full-time exempt grant-funded position working primarily standard business hours Monday through Friday. Occasional overnight statewide travel is required.

**Position Summary:** The Wisconsin Guardianship Support Center addresses the needs of vulnerable adults, their families, health care and social service providers, and county long-term support and adult protective services staff with the legal issues of adult guardianship, alternatives to guardianship, protective services, financial and health care advance directives, and mental health commitments. The managing attorney is responsible for the daily operations of the Guardianship Support Center, outreach, development of consumer and professional training materials, and participation in workgroups and special projects related to the field of guardianship and advance directives.

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### Essential Job Functions:

1. Staff a statewide toll-free telephone helpline using a database to track demographics of callers, nature of questions, response, and disposition of calls.
2. Collaborate with statewide partners, counties, and advocacy groups to promote and educate consumers on advance directives.
3. Research, draft, and disseminate quarterly newsletters on related topics.
4. Conduct at least 12 presentations annually to professional associations, counties, and the public on guardianship and advance directives.
5. Moderate an interactive listserv for Adult Protective Services professionals.
6. Prepare and update content materials and information on the program's Webpage.
7. Participate in broad-based workgroups on related project topics.
8. Prepare and update ready-to-use training materials for professionals and consumers.
9. Prepare project-related reports.

### Required Qualifications:

1. Candidates must be an attorney with a license to practice law in Wisconsin.
2. Knowledge of guardianship, adult protective services, advance directives, and related practice.
3. Experience working with older adults and/or adults with disabilities.
4. Strong legal research, writing, and analysis skills.
5. Strong verbal presentation skills.
6. Strong organizational skills, ability to work independently, and highly motivated.
7. Valid driver's license required; access to an insured vehicle for travel and outreach is required.

### Preferred Qualifications:

1. Three or more years of legal experience.
2. Previous experience conducting outreach and developing outreach materials.
3. Experience in systems advocacy.
4. Knowledge of public benefits including Medicare, Medicaid, Social Security, Family Care and IRIS.
5. Fluency in a second language desirable.