

JOB NOTICE

NORTHWEST AREA AGENCY ON AGING & DISABILITY ASSISTANT PUBLIC GUARDIAN

The AAAD has a full time job opening for an Assistant Public Guardian. This position will be responsible for assisting the District Public Guardian with visiting and overseeing clients, be able to maintain an accounting system and provide information to the Public Guardian and court as needed, shall act as back up in the absence of the District Public Guardian. Must have strong organizational, listening, and problem solving skills, knowledge of community resources and computer usage is required.

QUALIFICATIONS: BS Degree in Social Work, Psychology, Gerontology preferred or BS Degree with a minimum of two years' experience working with older persons and/or adults with disabilities. Within two years from date of employment must obtain certification through the Center for Guardianship Certification.

Pursuant to a declared policy of non-discrimination, AAAD does not discriminate on the basis of race, sex, religion, national or ethnic origin, age, disability of military service.

If interested please submit a resume and references by 4:30 p.m. October 31, 2019 to Susan Hill at susan.hill@nwtd.org.