



VOLUNTEER GUARDIAN JOB DESCRIPTION
OTTAWA COUNTY COURT OF COMMON PLEAS
PROBATE DIVISION

Title:

Volunteer Guardian

Position Expectation:

To serve as a trained and approved Volunteer Guardian, working in the best interest of the ward as an advocate and substitute decision-maker in the care and management of medical and personal affairs.

Reports To:

Coordinator of Court Services

Requirements:

- Be 18 years of age.
- Undergo and pass an extensive background check as identified in the Volunteer Application.
- Complete 6 hours of court-approved pre-service training.
- Complete 3 hours of court-approved continuing education each year.
- Maintain a current valid Ohio driver's license and have access to a vehicle.
- Commit to serving for at least one (1) year.

Role and Responsibilities:

- Visit the ward at least monthly and conduct other activities for the ward as needed.
- Have telephone contact with the facility to discuss the ward's well-being and respond to any calls or inquiries regarding the ward.
- Prepare and maintain records concerning activities with or on behalf of the ward, as required by the Probate Court and/or service provider.
- Complete on-time, evaluations and monthly timesheets as requested/required.
- Fulfill all Probate Court requirements, specifically to:
 - Attend court hearings and follow the oath of Guardianship.
 - Submit the Guardian's Report and Statement of Expert Evaluation on an annual basis.