



PORTAGE COUNTY GUARDIANSHIP SERVICE BOARD Volunteer Program

PURPOSE:

Portage County Guardianship Service Board (“PCGSB”) Volunteers will provide oversight of public guardianship wards by periodically visiting these incapacitated and vulnerable adults to ensure that they are being appropriately cared for in their residential settings, that their needs are being met and that any changes that will enhance the health and welfare of these protected persons are referred to the Guardianship Service Board staff and to the Probate Court.

Volunteers serve a valuable role by making observations and recommendations that could provide greater comfort and care for those incapacitated adults under the guardianship of the PCGSB who are not fully capable of caring for themselves.

Volunteers will visit adult wards in their private residences, group homes, assisted living facilities or nursing homes to observe the care being provided and will complete a written report that reflects their observations and, if warranted, will make recommendations regarding any potential changes that will improve and enhance the ward’s welfare, health and quality of life. The volunteer will visit the ward and inquire about the ward’s relationship with the PCGSB, will inquire about the ward’s health and living conditions, and will ask whether the ward has any current needs that are not being met.

Once the visit is completed, volunteers will fill out a simple summary report of their visit and observations that will be submitted to the PCGSB. Volunteers will also assist PCGSB in preparing reports to the Probate Court.

RESPONSIBILITIES:

PCGSB Volunteers help to safeguard vulnerable adult wards, advocate for their welfare and improve their quality of life by:

- Performing monthly¹ in-person visitations and reviewing relevant guardianship documents, as assigned;
- Reporting their observations of the care received by the ward, and making recommendations concerning any requested changes that may enhance and improve the ward’s health, welfare and quality of life;
- Communicating the ward’s needs to the guardian and to the Court, and;
- Providing periodic written reports that summarize each visit, that detail the Volunteer’s communication with the ward and that describe the ward’s living

¹ More frequent visits than monthly are encouraged, if possible, but a minimum of monthly visits is expected.

conditions, health and well-being, and any requested changes that may improve the ward's quality of life.

REQUIREMENTS AND APPLICATION PROCESS:

Guardianship Monitoring Volunteers must meet the following criteria:

- Be at least 18 years of age;
- Possess a valid Ohio driver's license;
- Successfully complete a background check;
- Complete the written application;
- Complete an in-person interview;
- Complete the Fundamentals of Adult Guardianship Training (Six Hours);
- Complete three hours of Continuing Education annually to remain eligible.

GUARDIANSHIP MONITORING ASSIGNMENTS:

Volunteers who successfully complete the application process will work with PCGSB staff to receive monitoring assignments, as required. Typically, a volunteer will be assigned to assist in the monitoring of one adult ward who will be that volunteer's assigned client.

Volunteers will visit their assigned ward on a monthly basis, unless otherwise designated.

Volunteers will contribute approximately four to six hours each month in completing their guardianship monitoring assignment, which includes:

- Time spent reviewing designated guardianship records prior to the in-person visit;
- Time spent traveling to the ward's residence and conducting the volunteer's visit with the ward, the ward's caregivers and the ward's guardian, and;
- Time spent preparing the volunteer's written report that summarizes the in-person visit and observations of the ward's living conditions, health, well-being and any recommended changes that may improve the ward's quality of life.
- Providing the completed written report to the Guardianship Service Board staff and/or the Probate Court.

If you are interested in becoming a PCGSB Volunteer or if you have any questions regarding this program, please contact us by email at portagecountygsb@gmail.com, or by telephone at (330) 839-3964. We welcome your interest in becoming a PCGSB Volunteer.

Thank you.

Diana L. Clarke, J.D.
Executive Director