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Iowa Dept on Aging | Jessie M Parker Bldg | 510 E 12TH St, Rm 2 | Des Moines, IA 50319
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Date: July 11, 2014

Req number: BR14009

Closing: July 28, 2014

IOWA DEPARTMENT ON AGING
JOB OPENING ANNOUNCEMENT
Courtesy posting of a Non-Merit Position

POSITION: Executive Officer 2 (Director of Substitute Decision Making)
PAY GRADE: Pay Plan 014 Pay Grade 32
CURRENT \$ 2,117.60 - \$ 3,275.20
SALARY RANGE \$55,057.60 - \$85,155.20
LOCATION: Des Moines, Iowa
WORK UNIT: Iowa Department on Aging

The Iowa Department on Aging is recruiting to fill a key confidential position that will serve as the Director of the Office of Substitute Decision Making as established in Iowa Code 231E and Iowa Administrative Code 17-22. This position is responsible for the administration of the State Office and a planned statewide network of substitute decision makers. **In accordance with Iowa code 231E the individual appointed to this position must be an attorney, currently holding and continuing to maintain a license to practice law in Iowa.**

This position will oversee the standard request for proposal process to establish local offices. The RFP process includes determining the planning and service areas, eligibility criteria for local offices, operating standards, policies for services, and reporting responsibilities for the local offices to follow and maintain in providing services to those eligible for substitute decision making services. Create a standardized application and intake process to determine if the consumer is eligible to receive services based on criteria provided in IA Administrative Code 17-22.7. Create a process to monitor, audit, and terminate contracts with local offices based on the criteria established by rule of the department. Provide oversight of all local substitute decision makers. Ensure the Office of Substitute Decision Making adopts and follows the most current best practice standards set forth by the National Guardianship Association Standards of Practice. Maintains the primary responsibility for the requirement that the office establishes and implement a statewide Substitute Decision Maker Program as required by 602.1202. Establish, review and update as necessary a fee schedule for services provided based on economic ability of the represented party.

Develop and maintain a current listing of private and public services and programs available to assist wards, principals, client’s personal representatives and their families. Establish and maintain relationships with public and private entities through required organizational memberships and public speaking engagements to assure the availability of effective substitute-decision making services. Provide information and referrals to the general public regarding substitute decision making services.

Maintain statistical data on the local offices by creating a reporting system. Reported data will include but is not limited to various methods of funding, the types of services provided, the demographics of wards, principals and clients and decedents. Submit a report to the Assistant Director and Director for review on or before October 15th, regarding the local offices and recommend any appropriate legislative action. Review and analyze policy and make recommendations to the department's Assistant Director and Director. Draft an annual budget for consideration by the department's Assistant Director and Director.

QUALIFICATIONS:

J.D. and a current license to practice law in Iowa. Preference will be given to those with experience in the field of elder law and aging.

SELECTIVE CERTIFICATION:

For designated positions the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing a specific certificate, license or endorsement in the following area:

354 Law Degree and a current license to practice law in Iowa.

Applicants wishing to be considered for such designated positions must list applicable course work, experience, certificate, license, or endorsement on the application.

TO APPLY:

Step 1: Submit a completed Iowa Department of Administrative Services – Human Resources Enterprise (DAS-HRE) application to the Iowa Department of Administrative Services, Hoover State Office Building, 1305 E Walnut, Des Moines, IA 50319-0150 or fax to (515) 281-7970 by July 28, 2014. Or apply on line at the [DAS-State of Iowa Jobs website](#): Click [HERE](#) to find jobs open for all applicants, then click on [Search Openings](#) and type and enter 14009 at “Keywords” which should take you to this opening.

Step 2: In addition, please upload your resume, cover letter that outlines your experience as related to the position to this site and a copy of your license to practice law in Iowa.

Those selected for the position will be asked to provide a copy of their current license to practice law and be subject to a background check.

It is the policy of the executive branch of state government in the State of Iowa to provide equal employment opportunity within state government to all persons.(Iowa Code 19B.) The intent of this policy is to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. It is also the policy of the executive branch of state government in the State of Iowa to apply affirmative action measures to correct the underutilization of females, minorities, and persons with disabilities in the state employment system whenever remedial measures are appropriate.