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| Working Title<br>Public Guardian | Name |
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|                 |   |   |                  |
|-----------------|---|---|------------------|
| Position Number | Reports to Position No.,<br>Class & Level | Division, Branch/Unit<br>Strategic Services Division – Office of the<br>Public Guardian and Trustee | Ministry<br>SCSS |
|-----------------|---|---|------------------|

|               |                 |  |
|---------------|-----------------|--|
| Present Class | Requested Class | Levels to Deputy Minister (Not<br>including incumbent level) |
|---------------|-----------------|--|

|         |              |                              |
|---------|--------------|------------------------------|
| Dept ID | Program Code | Project Code (if applicable) |
|---------|--------------|------------------------------|

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

**Ministry Information**

Seniors, Community and Social Services delivers programs and services for a wide range of Albertans.

The Ministry's vision is to ensure Albertans have safe communities and an accessible, effective and innovative justice system. We accomplish this by working with partners to provide a continuum of services to support Albertans and the Government of Alberta, and by fostering an environment, that values service excellence.

**Office of the Public Guardian & Trustee**

The guardianship program operates within the Office of the Public Guardian & Trustee (OPGT) and primarily provides decision-making mechanisms for adults unable to make personal, decisions for themselves, accomplishing this mandate through the Adult Guardianship and Trusteeship Act (AGTA), the Personal Directives Act (PDA), and the Mental Health Act.

The AGTA provides a full range of decision-making supports and options (including the appointment of court-ordered decision makers such as guardians, trustees, and co-decision makers) that enable Albertans requiring help with decision-making to retain as much autonomy as possible. The AGTA establishes a range of personal decision-making choices, including supported decision making authorization, co-decision making, and guardianship, with the Public Guardian acting as the most appropriate decision maker when no less intrusive options are available and a decision maker is required(e.g., court ordered appointment of a Public Guardian). The office also provides comprehensive support to private guardians and decision makers in relation to their roles.

The PDA provides for the development of personal directives, legal documents that allow Albertans to appoint decision makers (agents) and/or provide written instructions for personal, non-financial matters in the event they become incapable of making their own decisions. The PDA gives the Public Guardian the authority to act as an agent in a personal directive if required.

Under the Mental Health Act, the Public Guardian is designated as a decision-maker of last resort when a person or his or her family is unable to make a psychiatric treatment decision.

**Position Summary**

Within a designated region of the province, the Public Guardian directs the delivery of decision-making mechanisms for adults unable to make personal, non-financial decisions for themselves. The Public Guardian can be appointed as legal guardian for represented adults when there are no family members or interested persons able to become the represented adult's private guardian. The Public Guardian may also be appointed by the Court when there are serious family disagreements about guardianship that have not been resolved. The Public Guardian can make specific decisions about health care and facility placement for adults who lack capacity to make these decisions and who have no family or friends. The Public Guardian can consent to be named as an agent in a personal directive and can act on behalf of the maker of the personal directive when it has been determined that the maker lacks capacity. In addition, the Public Guardian can be appointed as decision maker of last resort under the Mental Health Act to make psychiatric treatment decisions for mental

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health patients who lack capacity. The Public Guardian needs a high degree of problem solving skills as each situation is very unique.

The Public Guardian is also responsible for the investigation of agents and guardians when the maker or represented adult is at risk of harm.

In addition to the legislated and court ordered authorities associated with the AGTA, PDA, and Mental Health Act, the Public Guardian provides leadership to a team of Public Guardian Representatives performing delegated decision-making authorities. The Public Guardian also ensures comprehensive training, education, and other supports are provided in relation to personal decision making options within the designated region of the province. These services range from direct support to individuals appointed as guardians, co-decision makers, and agents to education and training provided to service providers to general information and awareness sessions for stakeholder organizations and the public.

The Public Guardian also has a critical role in the development and administration of the AGTA, PDA, and associated regulations at the provincial level. Through participation in the OPGT senior management team, the Public Guardian contributes significantly to the development and continual improvement of OPGT operational policies, programs, resources, and services and is relied on to direct the delivery and evaluation of programs and services within the designated region.

This position plans, manages, and evaluates resources and directs operations within the designated region to effectively and efficiently deliver expected outcomes, including developing operational plans and managing human, budgetary, and program resources allocated to the region in support of business plan goals.

The Public Guardian develops and maintains collaborative relationships and partnerships with diverse stakeholders and service providers within the designated region to direct the delivery of OPGT programs and services. This position works closely with the Executive Director and other senior stakeholder and partner representatives to ensure OPGT programs are delivered consistently and in accordance with legislated and court ordered authorities while remaining responsive to requirements and expectations within the designated region.

Reporting to the Executive Director, the Public Guardian performs all work in accordance with relevant government and Ministry legislation, regulations, policies, and business plans.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

1. Represented adults within the designated region are provided with guardianship services in accordance with relevant legislative and court ordered authorities.

**Authorities:**

- Directs operations to ensure surrogate decision making in areas of authority granted in guardianship orders are provided in accordance with effective case management principles and Public Guardian Representatives are available on a continual basis (e.g., evenings, weekends, and statutory holidays) to provide decisions, consents, or decisions to facilities or agencies for represented adults with the Public Guardian appointed as legal guardian.
- Oversees application of systematic processes, including appeal mechanisms, for the provision of services and levels of funding pertaining to represented adults.
- Directs delivery of court-related services pertaining to represented adults, including provision of formal reports and preparation of affidavits; and provision of instruction to legal counsel on behalf of represented adults; and provision of the Public Guardian position on private guardianship applications and reviews.
- Provides leadership and direction for negotiation and mediation of conflicts impacting represented adults, including assisting represented adults who require advocate services to resolve conflicts and ensuring the service requirements of the represented adults are understood and met.
- Directs provision of review program for co-decision making, guardianship, and trusteeship applications, ensuring applications are thoroughly reviewed and assessed in accordance with applicable legislation, regulations, and policies prior to making application to the court.
- Provides support to the Court: by overseeing preparation of Review Officer Reports to the Court for all private applications, looking at suitability for private applicants and any issues with the application

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

2. Adults for whom the Public Guardian has consented to act as agent in relation to their personal directive are provided with services in accordance with relevant legislation, regulations, and policies.

**Activities:**

- Oversees operations within the designated region to ensure direction and decisions are provided to stakeholders on by the Public Guardian when acting as agents on behalf of adults in Alberta.
- Ensures Public Guardian Representatives are available for contact with adults who have selected the Public Guardian to act as their agent to identify changes and update personal directives as appropriate.

3. Psychiatric treatment decisions for mental health patients lacking capacity and for whom the Public Guardian has been appointed as the decision maker of last resort and specific decisions regarding healthcare and temporary admission to facilities are made in accordance with relevant legislation, regulations, and policies.

**Activities:**

- Directs operations within the designated region to ensure decision maker of last resort authorities are carried out in accordance with provisions of the Mental Health Act, including appropriate investigations, assessments, review of recommended treatment and placement options, follow up with psychiatrists and physicians, and completion of reports and letters for consent to act.
- Directs provision of in-service training to health care representatives in relation to specific decision making and role of decision maker of last resort.

4. Public Guardian determines appropriate response to complaints that have been founded. The Public Guardian has the authority to investigate situations where a represented adult or incapacitated maker is at risk of harm. The Public Guardian may oversee contracted investigations and participate in follow up of any or all recommendations. The Public Guardian can apply to the Court for a temporary protection order when a represented adult is at risk

**Activities:**

- Directs provision of responses to complaints respecting agents named under the PDA in accordance with provincial operational policies, processes, and procedures.
- Directs provision of responses to complaints respecting co-decision makers, guardians, and trustees appointed under the AGTA in accordance with provincial operational policies, processes and procedures.
- Directs delivery of training and information to staff members and contractors as to protective measures under the AGTA and complaints and investigations under the PDA, including relevant operational policies, processes, and "lessons learned."

5. Education, training, and other information services and resources relating to guardianship, supported decision-making, co-decision making, and personal directives are delivered to support Albertans in the designated region to retain their personal, non-financial decision-making autonomy for as long as possible.

**Activities:**

- Oversees the development and delivery of information and education sessions to the public and impacted professions regarding guardianship, the decision-making continuum, personal directives, changes to legislation and regulations, etc., ensuring sessions and information are targeted to meet requirements of the designated region and/or audiences as required.
- Directs delivery of in-service training and individual consultation and advice to service providers on issues relating to personal directives, guardianship, and the decision-making continuum.
- Directs provision of orientation, training, and consultation to private guardians and other decision supports to assist them in understanding and carrying out their roles.
- Working closely with Public Trustee when dealing with common clients, joint intake and enhanced service delivery.

6. Operations for the designated region are planned, directed, and evaluated to deliver outcomes associated with legislative and court ordered authorities, business and operational plans, and performance agreements.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

**Activities:**

- Directs regional operations, including establishing priorities, identifying and resolving issues, clarifying roles and responsibilities, developing and implementing region-specific plans, and overseeing planning and delivery of programs and activities.
- Directs and mentors regional staff members to enable them to fulfill delegated statutory obligations of the Public Guardian efficiently and appropriately by directing staff in delivery of services; providing training; managing performance and workload; and supporting continual improvement and capacity development.
- Ensures the regional program budget is appropriately managed and reflects regional operational requirements of the OPGT by collaborating with the Executive Director to review and evaluate financial and human resource requirements across the regions and managing associated budgeting, reporting, and information systems.
- Serves as contract manager for regionally contracted services between the OPG and private service agencies.
- Evaluates programs and services associated with the administration of the AGTA and PDA within the designated region in accordance with established mechanisms and performance indicators.
- Oversees administration of AGTA and Personal Directives registries within the designated region. The Public Guardian is responsible for determining when and to whom information can be released
- Develops and implements evaluation mechanisms and measures for programs and services associated with the administration of the AGTA and PDA to determine, monitor and report on client, partner and stakeholder satisfaction and other performance indicators.

7. As a member of the OPGT senior management team, provides leadership, active participation, and expertise to support the development and continual enhancement of provincial legislation, regulations, plans, programs, and services and appropriate and responsive administration of the AGTA, PDA, and associated regulations.

**Activities:**

- Contributes to review and development of regulations pertaining to the AGTA and PDA
- Contributes to development of provincial operational policies, procedures, and standards pertaining to OPGT programs and services, with emphasis on providing regional delivery perspectives and requirements.
- Identifies and analyzes trends, legislative alternatives, and best practises relating to the administration of the AGTA and PDA and issues associated with the continuum of decision-making, guardianship, and personal directives to support ongoing enhancement of OPGT operational policies, procedures, and standards.
- Leads major projects and initiatives extending beyond the operation of the designated region and impacting provincial OPGT plans, programs, and services.
- Works to continually develop and enhance OPG operational policy framework which reflects legal opinions and facilitates judgment capabilities of OPG staff.

8. Collaborative and consultative relationships and partnerships are continually developed with Ministry and government representatives, clients, community stakeholders, agencies, and provincial organizations to support achievement of the OPGT mandate, including initiatives to increase awareness of the requirements of represented adults and improve associated legislation, regulations, and programs.

9. The OPGT and Ministry are represented on cross-ministry, government, and stakeholder committees to facilitate coordinated approaches to decision-making; provide input and communicate perspectives on OPGT programs and initiatives; and initiate and foster innovation.

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

The Public Guardian requires in-depth knowledge of:

- applicable legislation, regulations, Ministerial Orders, and guidelines (e.g., Adult Guardianship and Trustee Act, Personal Directives Act, Mental Health Act, Freedom of Information and Protection of Privacy Act, Health Information Act, Hospitals Act, Protection of Persons in Care Act, Child Welfare Act)
- disabilities, medical conditions, and illnesses that result in cognitive impairment and associated medical, psychiatric, psychological, rehabilitative, and pharmaceutical treatment options

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

- assessment techniques used to evaluate available treatment and program resources and assess their effectiveness in meeting the needs of represented adults

In addition, the Public Guardian requires comprehensive knowledge of:

- government business plan goals, policy directions, structure, and affiliated organizations, particularly as they relate to the OPGT mandate
- Ministry business plan goals, strategic priorities, issues, programs, resources, and legislative frameworks
- OPGT business plan goals, strategic priorities, issues, programs and resources
- economic, social, legal, and other issues impacting adults with disabilities or illness and aging populations, particularly in relation to making decisions of a personal, non-financial nature and maintaining autonomy
- general trends, developments, issues, and best practises relating to guardianship, the decision-making continuum, and personal directives
- court rules and procedures
- provincial benefit and service delivery systems and their interactions
- business and operational planning theories, principles, and techniques
- issues management techniques
- service delivery and program evaluation methodologies
- financial accountability and control processes and systems, including budget and contract management policies
- program and project management methodologies, principles, and techniques
- the partner and stakeholder community affected by the OPGT and Ministry mandate, including relevant organizations, committees, advisory groups, and senior representatives within the designated region
- the political environment within which the Ministry operates and decision-making processes of the government
- relevant information management and business productivity software
- Strategic and lateral thinking skills to develop and encourage commitment for new approaches, work within a broadly defined conceptual framework; and manage multiple complex issues and resolve problems while delivering results
- other relevant legislation and regulations (e.g., Financial Administration Act, Government Organization Act, Public Service Act, Government Accountability Act)

The Public Guardian requires a related degree (e.g., social sciences, law or education) and progressively responsible management experience in a complex human services organization, preferably involving service delivery to adults with diminished capacity and requiring assistance with making personal, primarily non-financial decisions.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The Public Guardian requires significant and demonstrated:

- leadership skills to influence and provide direction and consultation to staff members, clients, partners, and stakeholders; work within a broadly defined conceptual framework; and manage multiple complex issues
- ability to operate within a complex organization and continually evolving social, economic, and legal environments
- facilitation, negotiation, and conflict resolution skills, particularly when faced with complex, emotional, and sensitive issues and people having varied perspectives, interests, expectations, and priorities
- relationship management skills to develop and maintain collaborative working relationships within the Ministry and with other departments, service providers, interest groups, and other stakeholders and partners
- influencing skills to promote innovative approaches, consensus, and continual improvement
- conceptual, critical, analytical, and problem-solving skills, including ability to analyze information and risks and make decisions in alignment with legislated and court ordered authorities and business plan goals
- interpersonal and written communication skills, including ability to develop and deliver presentations and potentially controversial concepts to decision-makers, stakeholder organizations, partners, and the public
- professional judgement and decision-making skills
- organizational and project management skills
- human resource and financial management skills
- ability to manage diverse resources, including contractors and indirect resources, to meet goals
- commitment to staff development, team building, and innovation. Information and education programs, recruitment and retention strategies and succession planning as key tools to ensure current and future availability of appropriate

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

knowledge and skills within the OPGT

- interpersonal and facilitation skills to consult, negotiate and resolve conflict with stakeholders and other government bodies
- professional judgment and influencing skills to develop and maintain collaborative working relationships within the Ministry, across government and with stakeholders and partners

The Public Guardian provides leadership to a designated regional office of the OPGT, directing staff members in carrying out delegated statutory obligations under the AGTA, PDA, and Mental Health Act. The Public Guardian organizes the regional office and collaborates with stakeholders and partners to ensure the office operates in a manner consistent with legislation, regulations, and OPGT policies, directives, and guidelines. This position has the lead role within the designated region to facilitate relationships on behalf of the OPGT with other ministries, the legal community, stakeholders, service providers, and other organizations with interests in the OPGT mandate.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

The OPGT is significantly affected by societal, legal, and political trends and environmental realities, including those associated with an aging population; increasingly complex needs experienced by people with disabilities; greater advocacy of seniors and the disabled; and movement toward service delivery focused on inclusion and autonomy for adults requiring decision-making support.

Within a designated region, this position fulfills statutory obligations under the AGTA, PDA, and Mental Health Act and retains authority for statutory decisions and functions in respect of clients and matters before the courts. As the appointed guardian for represented adults, the Public Guardian (personally or through the direction of staff with delegated authority) makes personal, non-financial decisions, identifies service delivery requirements, and resolves funding and service delivery issues for diverse situations.

The Public Guardian consistently demonstrates highly developed professional judgment and diplomacy given the complex and sensitive situations and information dealt with and the potentially conflicting perspectives, requirements, and priorities of clients, partners and stakeholders. This position interprets and analyzes information concerning highly complex problems and makes decisions that are often without precedent, promoting innovative approaches and solutions with key stakeholders.

The continuum of decision-making options that encourage adults with mental capacity limitations to participate in decisions and maintain their autonomy has resulted in greater challenges for the Public Guardian, as have new processes for the OPGT to investigate concerns about the actions of agents, guardians, co-decision makers, or trustees of incapable adults. The challenges faced by this position require superior analysis, reasoning, evaluation, negotiation and problem solving skills. Significant interpretative, evaluative, and developmental thinking is also required, along with the ability to understand complex relationships and facilitate decision-making processes involving clients, stakeholders, and other interested parties. Excellent professional judgment is required given the sensitive nature of information dealt with and the often conflicting perspectives, requirements and priorities of clients, partners and stakeholders.

Examples of difficult and challenging situations faced by the Public Guardian:

- Formulating positions and instructing legal counsel to deal with constitutional challenges of the AGTA, PDA, and Mental Health Act
- Conflict management, negotiating, and resolving problems encountered by guardians, co-decision makers, agents, service providers, etc., including interpretation of associated legislation and regulations. Support to challenging and complex family situations
- Analyzing complex information and making sensitive decisions in relation to represented adults (e.g., end of life, health care, criminal and civil law decisions)
- Identifying emerging issues and collaborating with stakeholders having diverse perspectives and interests to develop strategies and recommendations that will affect not only operations within the region but also OPGT directions and policies over the longer term
- Communicating the mandate and responsibilities of the OPG to clients, stakeholders, partners, and other interested parties within the designated region (e.g., Alberta Health Services, community organizations, advocacy groups, and businesses) and collaborating with other areas of the Ministry and government to minimize duplication of effort, clarify overlapping responsibilities, and support increased innovation and accountability

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

- Responsible for the development and delivery of direct measures for action when co-decision makers, guardians, agents and trustees are causing harm to an assisted or represented adult

The Public Guardian functions within the context of policies, statutes, directives, and guidelines developed by Alberta Finance and Enterprise, Treasury Board, and Cabinet, as well as policies, guidelines, and procedures established by the Minister and Deputy Minister. The Executive Director is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary. Within these parameters, the Public Guardian is delegated extensive authority to determine approaches to accountabilities and provide leadership and direction to the regional OPGT operations. The Public Guardian is accountable for all client decisions and has full authority vested from the court for the personal decision making on behalf of represented adults.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

| Clients  | Frequency   | Nature and Purpose of Contact   |
|--|---|---|
| <p>Internal<br/><u>Internal</u><br/>OPGT Executive Director and senior management team (other Public Guardians, Public Trustee and Assistant Public Trustees)</p> <p>Senior Ministry representatives (e.g., Finance, Human Resources, Communications)</p> <p>Minister, Deputy Minister, Executive Committee</p>  | <p>Regular and ongoing</p> <p>Regular and ongoing</p> <p>As required</p>  | <p>Collaborate on development of OPGT plans, strategies, operational policies, standards, and business models;<br/>discuss decisions and functions in respect of clients and matters before the courts, particularly of a precedent setting nature</p> <p>Resolve issues and concerns, particularly in relation to effective and efficient use of human and financial resources; exchange information; and collaborate on initiatives</p> <p>Provide information to support OPGT-related legislative, regulatory, and policy development, planning, and decision making as required or in relation to specific initiative</p>   |
| <p>External</p> <p>Senior representatives of other departments e.g., Health, Community and Social Services, Alberta Health Services, and organizations with interests and involvement in OPGT activities in the region</p> <p>Senior representatives of courts, legal community, and SCSS</p> <p>Service providers and agencies (local, provincial, national, and international)</p> <p>Public, community leaders,</p> | <p>Ongoing and as required</p> <p>Ongoing and as required</p> <p>Ongoing and as required</p> <p>Ongoing and as required</p> | <p>Partner to implement new or amended legislation, regulations, policies, and programs; provide consultation; develop partnerships and working relationships; identify and resolve complex issues; collaborate on development of new programs and protocols ensure coordinated services and treatments for represented adults</p> <p>Accountable to court for all client related decisions through statutory obligations as Public Guardian; provide representation in Surrogate or Appeal Court to ensure protection of personal rights of represented adults</p> <p>Exchange information; clarify relationships; explain legislation, regulations, and policies</p> <p>Disseminate information through variety of mediums to</p> |

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

| Clients                                       | Frequency | Nature and Purpose of Contact  |
|---|-----------|--|
| Aboriginal communities and other stakeholders |           | support guardians, decision supporters, and agents in their roles; raise profile and promote understanding of the OPG and associated programs and services |

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

The work carried out is complex and affected significantly by political decisions and priorities established in government, Ministry and OPGT business plans, as well as being impacted by social and economic trends and the priorities and expectations of other departments and stakeholders. As a member of the OPGT senior management team, the Public Guardian is jointly responsible for defining and achieving OPGT goals and outcomes and contributing to achievement of relevant Ministry and government business plan goals.

As the court-appointed guardian for represented adults within the designated region, the Public Guardian personally or through staff members makes decisions and identifies issues pertaining to service delivery and funding, as well as makes end of life, sensitive health care, and criminal and civil law decisions in the best interests of represented adults. The Public Guardian also has authority to make decisions in accordance with personal directives where the Public Guardian is named as agent by the maker of the directive.

In addition to legislative and court authorities, the Public Guardian is accountable for defining priorities and objectives for the designated OPGT regional office and managing associated operations and resources, including contracted service providers, to achieve expected outcomes. This position also provides significant input to OPGT Business Plan, operational policy, guidelines, and standards development and planning at the provincial level.

In addition to the direct impact on represented adults requiring guardianship and decision support services within the designated region, this position affects Albertans planning for a time when they may become incapacitated by accepting requests to act as an agent for a personal directive. Besides these legislated and court ordered authorities, decisions and actions of the Public Guardian impact private guardians, people providing decision support to adults with diminished capacity, and makers of personal directives and their designated agents through the provision of expertise, consultation, education, and other supports. Other stakeholders, including service providers, health professionals, legal representatives, and partnering ministries and government programs, are also directly affected by the actions and decisions of the Public Guardian.

**CHANGES SINCE LAST REVIEW:** Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

AGTA and revisions to the PDA have significantly impacted this position, with the Public Guardian now having new responsibilities relating to:

- the addition of legislated authority under the PDA to consent to act as an agent and investigate the actions of an agent
- the addition of legislated authority under the AGTA to act as specific decision maker for health care and temporary admission to a residential facility when family is unavailable or unable
- the delivery of programs and services to implement the recently introduced continuum of decision-making options that encourage adults with mental capacity limitations to participate in decisions and maintain their autonomy, including the review accountabilities under the AGTA whereby all guardianship, trusteeship, and co-decision making applications are reviewed and a formal report is prepared prior to the application being presented to the court
- the delivery of protective measures mechanisms pertaining to the AGTA (e.g., new investigative and protective functions under the AGTA) Review Officer Report filed for Court's consideration, addressing suitability of potential guardians and trustees and reviewing the application



**COMPARABLE POSITIONS:** List comparable GOA benchmarks (See Writing Guide [Pages 14-15](#)).

**ORGANIZATION CHART:** A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide [Page 15](#)).

### Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

#### Incumbent

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

#### Manager

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

#### Division Director/ADM

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*