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POSITION: Staff Advocate/Investigator (PAIMI)

LOCATION: Phoenix, Tucson, or Flagstaff

START: As soon as possible

DEADLINE: Open until filled

REPORTS TO: Legal Director/Supervisory Attorney

POSITION PURPOSE AND OBJECTIVES: The Staff Advocate/Investigator will be assigned to work within the Arizona Center for Disability Law's (ACDL) Protection and Advocacy grants. The Staff Advocate/Investigator will work specifically within the Protection and Advocacy for Individuals with Mental Illness (PAIMI). The Staff Advocate/Investigator provides advocacy services to assist individuals with mental illness to obtain appropriate services and to achieve system-wide changes through systemic advocacy. The primary role of the Staff Advocate/Investigator is to advocate on behalf of individuals who reside in state and private facilities such as hospitals, nursing homes, Intermediate Care Facilities, board and care homes, homeless shelters, jails, prisons, and in the community. Additionally, the Staff Advocate/Investigator will investigate and monitor allegations or complaints of abuse and neglect or requests for advocacy from people with disabilities, family members, friends, or other concerned parties.

Essential Functions

1. Provide representation in cases within PAIMI priority areas.
2. Respond to requests for assistance, interviews potential clients, and provides legal information and complaint options.
3. Comply with federal grant and ACDL protocols for monitoring/investigatory work.
4. Conduct monitoring visits to mental health facilities.
5. Conduct investigations into allegations of abuse and/or neglect of individuals with mental illness.
6. Prepare comprehensive reports detailing monitoring and investigation findings and recommendations.
7. Collaborate and work with ACDL attorneys and other ACDL staff in efforts to identify and address systemic issues affecting individuals with mental illness;
8. Contribute to the development of written material including training materials, required reports, and articles for newsletters, blogs, or other publications.

9. Conduct community outreach and education.
10. Provide information and assistance to clients in adherence with ACDL standards on an ongoing basis.
11. Attend required meetings, including staff meetings, in-service, consumer advisory council, and other pertinent meetings as required.
12. Participate in case reviews with the Legal Director/Supervisory Attorney and maintain case files in accordance with ACDL's file management policy.
13. Participates in the development, implementation, and evaluation of ACDL's goals and objectives.
14. Completes administrative requirements and necessary documentation required by ACDL.
15. Performs other duties as requested or required.

Required Qualifications

1. Bachelor's degree in social service or law-related discipline, or equivalent.
2. Prior experience investigating abuse/neglect and monitoring facilities.
3. Ability to maintain confidentiality and be discreet with highly-sensitive and confidential information.
4. Strong verbal and written communications skills.
5. Detail oriented and well organized.
6. Demonstrated ability to handle multiple priorities and demands.
7. Ability to work independently with appropriate supervision.
8. Positive attitude, flexibility, and ability to work collaboratively.
9. Proficient typing and computer skills.
10. Ability for statewide travel including occasional overnight stays.

Preferred Skills

1. Prior protection and advocacy (P&A) agency experience;
2. Demonstrated interest and commitment to civil rights and public interest advocacy;
3. Experience working with diverse populations, including individuals with mental illness;
4. Knowledge of state behavioral health systems.

Working Conditions

The Staff Advocate/Investigator performs work in a variety of environments, including in the office and in facilities providing services to individuals with disabilities.

The Staff Advocate/Investigator will be expected to travel within the state.

Disclaimer

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind this position description at any time, with or without prior notice.

ACDL values diversity in the workplace. ACDL is an equal opportunity employer and values diversity, equity, and inclusion. Person with disabilities are encouraged to apply. If you need a reasonable accommodation during the application process, please contact Timi Dedrick at tdedrick@azdisabilitylaw.org

Salary commensurate with experience and based on ACDL's salary scale. Benefits include paid vacation, medical and dental insurance, 401(k) plan, life and long-term disability insurance, and paid holidays.

Send resume, cover letter, and a list of a minimum of three professional references to: J.J. Rico, Chief Executive Officer, Arizona Center for Disability Law, 177 N. Church Ave, Suite 800, Tucson, AZ 85701, center@azdisabilitylaw.org.

In your cover letter, you must clearly explain how you meet each of the Required Qualifications and any of the Preferred Skills for this position.