



## **JOB ANNOUNCEMENT:**

### **Investigator**

*Compliance, Oversight, Monitoring, and Investigations Team (COMIT)*

- Location:** *Phoenix, Tucson, or Flagstaff*
- Posting Date:** *December 19, 2022*
- Start Date:** *After January 1, 2023*
- Reports To:** *Manager - COMIT*
- Classification:** *Non-exempt, hourly*
- Salary:** *Starting at \$50,000 annually + benefits*

## **BACKGROUND**

The Arizona Center for Disability Law (ACDL) is the State of Arizona's Protection and Advocacy (P&A) System and is part of a national network of public interest firms dedicated to advancing the civil and human rights of all people with disabilities in the community and in institutional settings.

ACDL is seeking detail-oriented and passionate staff for its newly formed *Compliance, Oversight, Monitoring, and Investigations Team (COMIT)* who will contribute to its goals and objectives under the Developmental Disabilities Group Home Monitoring Pilot Program. COMIT staff, pursuant to ACDL's contract with the State of Arizona's Department of Economic Security (DES), are responsible for confirming the quality of services at group homes for residents with complex needs who have both developmental disabilities and mental health diagnoses. ACDL's COMIT initiatives start January 1, 2023 and

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Phone: (602) 274-6287 or (800) 927-2260 / Fax: (602) 274-6779 / [www.azdisabilitylaw.org](http://www.azdisabilitylaw.org)  
Arizona Center for Disability Law is the Protection and Advocacy System for Arizona

will continue for a three-year term. See ARS § 36-595.03 for more information.

## **POSITION SUMMARY**

Investigate Quality of Care (QOC) complaints against group home providers alleging abuse, neglect, and/or health/safety violations. Staff will be responsible for managing a caseload of at least 5-8 investigations concurrently.

## **ESSENTIAL JOB DUTIES**

1. Reviewing Quality of Care (QOC) complaints as assigned by the COMIT Manager.
2. Researching group homes identified in complaints by locating and reviewing licensing records, incident reports, news articles, etc.
3. Completing QOC investigations by:
  - a) Developing a detailed case plan with clear and achievable steps for completion.
  - b) Obtaining and reviewing material relevant to the allegation including group home documentation, medical records, police reports, etc.
  - c) Completing in-person and telephonic interviews of group home residents, employees, and other relevant parties. Drafting accurate witness statements and maintaining comprehensive interview notes.
  - d) Visiting group homes and/or day programs as needed to obtain evidence.
  - e) Using all available information, making a determination as to whether the allegation is substantiated or not substantiated and writing a thorough report analyzing the evidence and supporting the case outcome.
  - f) Identifying systemic issues with providers regardless of case outcome and making recommendations for corrective action as needed.
  - g) Identify group home residents who would benefit from ACDL advocacy and making referrals as needed to outside agencies.
4. Maintaining comprehensive and accurate electronic and physical case files.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

1. At least two (2) years of experience completing legal investigations, quality assurance reviews, compliance work, or the equivalent.
2. Demonstrated experience interviewing individuals with developmental disabilities and/or mental health diagnoses.
3. Demonstrated experience interviewing respondents who are alleged to have violated policies, rules, procedures, laws, etc.
4. Ability to remain calm, neutral, and professional during interviews and interactions with all case participants.
5. Experience writing professional investigative reports.
6. An understanding of basic medical terminology and/or experience reviewing and summarizing clinical records.
7. Demonstrated experience managing a case load and working independently with minimal direct supervision.
8. Ability to understand and apply legal concepts.
9. Must possess a high level of integrity and be able to maintain confidentiality and complainant privacy on all investigations.
10. Willingness to travel to group homes and provider locations throughout Arizona as needed. See *Travel and Working Conditions* below.

*Upon hire, staff must obtain a Level One fingerprint clearance card issued pursuant to ARS 41-2758.07 in order to work with children/vulnerable adults.*

## PREFERRED QUALIFICATIONS

- A bachelor's degree in a health or human service field including, but not limited to social work, counseling, psychology, education, criminal justice, sociology, or nursing.
- Previous experience investigating QOC complaints against DDD providers.
- Familiarity with treatment systems/supports for individuals with developmental disabilities in Arizona.

- Knowledge of the P&A System.

### **Communication Skills:**

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or government regulations. Ability to write clear reports and correspondence. Ability to effectively present information and respond to questions. Must be comfortable conversing with potentially uncooperative parties.

### **Computer Skills:**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, and communicating via e-mail. Effectively uses computer to research topics related to job duties.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret rules, laws, and policies and apply to unique case circumstances.

### **Travel and Working Conditions:**

In-state travel will be required for this position, including possible overnight stays in remote regions. As a result, candidate is required to possess and maintain a current, valid state-issued driver's license and will be subject to driver's license record checks. Employees may be required to use their own transportation; however, mileage will be reimbursed.

### **Compensation:**

ACDL offers a competitive salary and benefits package based on experience and is competitive with other public interest organizations and the State of Arizona. Employment benefits include generous leave, health, dental, life insurance, and a 401(k)-retirement plan. ACDL observes all federal holidays.

### **Disclaimers:**

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.

Candidates for this position are subject to a search of the Child Protective Services Central Registry pursuant to A.R.S. 8-804.

ACDL values diversity and strongly encourages and welcomes people of color, people with disabilities, members of the LGBTQ+ community and people with diverse life experiences and backgrounds to apply. (EOE).

If you need a reasonable accommodation during the application process, please contact Natalie Luna Rose at [nlunarose@azdisabilitylaw.org](mailto:nlunarose@azdisabilitylaw.org).

### **Apply:**

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](mailto:center@azdisabilitylaw.org)

Two of your three references *must* be current or former supervisors. ACDL will notify applicants *before* contacting references. **In your cover letter, you must clearly explain how your experience relates to the essential functions noted above. Finalists will be asked to submit a writing sample. *Candidates for this position will be interviewed telephonically or via videoconferencing.***