



JOB ANNOUNCEMENT:

MANAGER

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

- Location:** *Phoenix, Tucson, or Flagstaff**
- Posting Date:** *December 19, 2022*
- Start:** *After January 1, 2023*
- Reports To:** *ACDL CEO and Supervisory Attorney for Investigations & Monitoring*
- Classification:** *Exempt*
- Salary:** *\$65,000-\$80,000, DOE*

POSITION OVERVIEW

ACDL is seeking applicants for a manager of its newly formed *Compliance, Oversight, Monitoring, and Investigations Team (COMIT)*. The Manager will help ACDL develop, administer, and supervise a program that will advance the rights of people with disabilities in Arizona, and address systemic problems in facilities to ensure such people are not subject to abuse and/or neglect. Specifically, in coordination with the Supervising Attorney, the Manager will lead ACDL's monitoring and investigative initiatives under the Developmental Disabilities Group Home Monitoring Pilot Program. The

* Remote telework schedules available based upon review/approval under the telework policy.

Manager will provide oversight, supervision, and support to staff conducting investigations and monitoring visits and will ensure that Team staff produce high quality and timely work in accordance with ACDL's policies and procedures.

ESSENTIAL FUNCTIONS & PRINCIPAL ACCOUNTABILITIES

The Developmental Disabilities Group Home Monitoring Pilot Program is overseen by the State of Arizona's Department of Economic Security (DES). The Program requires that ACDL, pursuant to a contract with DES, 1) monitor the quality of services at group homes for residents with complex needs who have both developmental disabilities and mental health diagnoses and 2) Investigate Quality of Care complaints against group home providers. The Program starts January 1, 2023 and will continue for a three-year term. See ARS § 36-595.03 for more information about the Program.

The Manager supervises 6-10 *Monitors* and *Investigators* and will:

1. Develop an annual project plan in coordination with the Supervising Attorney. The Manager will take the lead on implementing the plan and ensuring staff complete and document monitoring visits as required to meet legislative priorities.
2. Review Quality of Care (QOC) complaints against group home providers alleging abuse, neglect, or health/safety violations and assign to staff for investigation as appropriate.
3. Track the status of all monitoring visits and QOC investigations and maintain other program data as needed.
4. Assist in the development and production of annual comprehensive reports summarizing ACDL's observations and outcomes.
5. Facilitate investigations and monitoring staff meetings.
6. Set and communicate clear expectations for COMIT staff and recognize and remove barriers to productivity for staff working on the Team.

7. Conduct and contribute to evaluation of the performance of COMIT staff and, as needed, develop and oversee plans for improvement.
8. Participate in the staff hiring process as needed.
9. Review and approve staff time sheets, leave requests, etc.
10. In coordination with the Supervisory Attorney, contribute to the development and updates to ACDL's Monitoring Protocol and other COMIT materials.
11. Prepare ad hoc updates for ACDL's CEO and State of Arizona officials on program status and achievements.
12. Personally conduct investigations and monitoring visits as needed to fulfill program objectives and requirements (up to 35 percent direct work).
13. Serve as spokesperson for ACDL and on-the-record expert with media, as assigned.
14. Participate in the development, implementation, and evaluation of ACDL's goals and objectives under the Project.
15. Complete administrative requirements and documentation as required by ACDL.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- A minimum of two (2) years of previous supervisory experience.
- At least two (2) years of experience completing investigations, quality assurance reviews, compliance work, or the equivalent.
- Experience developing, reviewing, or evaluating, or providing services pursuant to, Individual Support Plans (ISPs), Individual Education Plans (IEP), or Person-Centered Service Plans (PCSPs). Candidates should be supportive of the principles of person-centered service planning.

- Previous experience working with people with developmental disabilities and/or mental health diagnoses.
- Knowledge of common services/supports for individuals with developmental disabilities (e.g. residential, day treatment and training, employment and vocational rehabilitation, and behavioral health services).
- Bachelor's degree in social service or law-related discipline, or equivalent.
- Demonstrated interest and commitment to civil rights or public interest work.
- Ability to coordinate multiple projects and consistently meet deadlines.
- High level of commitment to service excellence, and a high degree of integrity, ethics, and judgment.
- Excellent interpersonal, relationship-building, and collaboration skills to be able to work effectively with others inside and outside of the organization
- *Upon hire, staff must obtain a Level One fingerprint clearance card issued pursuant to Arizona Revised Statute 41-2758.07 in order to work with children and vulnerable adults.*

Preferred Knowledge, Skills, and Abilities

- Knowledge of the P&A system, and previous monitoring and investigations experience within the P&A system. An understanding of P&A access authority and underlying statutes/regulations is also preferred.
- Broad knowledge of quality services for people with disabilities and a sensitivity to challenges facing persons with disabilities.
- Experience developing and writing public reports to affect systemic change.
- Experience developing and achieving corrective action in systems serving people with disabilities.

Supervisory Responsibilities:

This position supervises the work of a team of other staff members, including monitors and investigators. In collaboration with the Supervisory Attorney for Investigations & Monitoring, Deputy Legal Director, and Legal Director, the Manager evaluates the performance of staff and, as needed, develops and oversees plans for improvement.

Communication Skills/Reasoning Ability:

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to provide people with disabilities the opportunity for self-determination and empowerment. Able to use trauma informed intervention skills to advocate persistently. Is able to communicate using patience and negotiating skills. Works collaboratively in a team environment. Ability to communicate with people of diverse backgrounds. Ability to understand, influence and serve people. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

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

Travel & Working Conditions:

The Manager will be expected to travel within the state, as necessary. The Manager usually performs work a telework environment, but the mission of the organization and employment duties may take the Manager to non-standard workplaces, such as facilities serving people with disabilities.

Level of Authority:

This position directly impacts Arizona Center for Disability Law's programs, clients, and staff. The Manager has moderate decision-making authority, in consultation with a licensed attorney when necessary, and makes recommendations to final decision makers in the absence of full decision-making authority. This position requires the ability to perform work and make decisions independently, with consultation with a licensed attorney when necessary, or with minimal supervision and oversight.

Compensation:

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

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 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.

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*

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 and required skills noted above. *Candidates for this position will be interviewed telephonically or via videoconferencing.*