



Managing Attorney for Healthcare Team

Position: Healthcare Team Managing Attorney
Reports to: Deputy Legal Director and Legal Director
Date: January 24, 2024
Classification: Exempt
Location: Phoenix or Tucson (hybrid remote schedules available)

Position Overview:

The Managing Attorney leads the development, implementation, and achievement of legal advocacy program goals and priorities in collaboration with the Healthcare Team and management. The Healthcare Team focuses on the rights of clients in Arizona's healthcare services systems, such as the Arizona Division of Developmental Disabilities (DDD), the Arizona Medicaid program (AHCCCS) including the Arizona Long Term Care System (ALTCS), and the public mental health system for individuals designated seriously mentally ill (SMI). The Healthcare Team also focuses on disability discrimination in healthcare settings. The Managing Attorney supervises attorneys and legal advocates assigned to the Healthcare Team, provides direct representation in negotiation and alternative dispute resolution, administrative forums, and litigation, and assists the Legal and Deputy Legal Directors in developing healthcare litigation and other systemic advocacy.

Essential Functions/Principal Accountabilities:

- Provides direct legal representation to clients in a timely and ethical manner in selected healthcare cases consistent with DRAZ's priorities, goals, and objectives. Direct representation may occur in a variety of forums, including but not limited to federal or state court, and before administrative agencies.
- Supervises staff attorneys and legal advocates.
- Provides professional development, mentorship, and assists with evaluation of staff attorneys and legal advocates on the Healthcare Team.
- Conducts regular Healthcare Team meetings to review intakes, accept cases, and make assignments to team members.
- Oversees the development and update of healthcare outreach and training materials and events.
- In conjunction with the Legal Director and Deputy Legal Director, performs case reviews to assure quality and consistency, and to identify trends and needs.
- Maintains orderly and informative client files in accordance with DRAZ policies and ethical obligations.

- Establishes and maintains effective working relationships with service providers, consumer groups, courts, professional organizations, and administrators.
- Complies with grant deliverables and grant goals.
- Prepares administrative and case information, as needed, for internal reports.
- Participates in ongoing relevant training to enhance skills.
- Contributes to the development, implementation, and achievement of assigned program goals and priorities in collaboration with specified staff.
- Contributes to the development, implementation, and achievement of general program goals and objectives.
- Investigates systemic problems in healthcare matters and identifies systemic legal and administrative actions and remedies.
- Serves as spokesperson for the agency, as assigned.
- Collaborates with the Legal Director, Deputy Legal Director, and other managers to ensure agency resources are being used effectively and cross-program goals are advanced efficiently.
- Maintains a working knowledge of all DRAZ services and program areas.
- Participates in development and implementation of advocacy and legal strategies on behalf of individuals and groups directed at systems reform.
- Upon assignment, provide analysis of and develop responses to proposed rules, regulations, and legislation affecting clients.
- Maintain punctual, regular, and predictable attendance.
- Work collaboratively and cooperatively with the Healthcare Team and other DRAZ Teams and staff.
- Perform other duties as required.

Supervisory Responsibilities:

This position supervises a team of other staff members, including attorneys and advocates. The Managing Attorney approves timesheets, manages leaves requests, and mentors and supervises staff in the performance of their duties. In collaboration with the Deputy Legal Director and Legal Director, the Managing Attorney evaluates the performance of staff, contributes to the annual evaluations and, as needed, develops and oversees plans for improvement.

Level of Authority:

This position directly impacts Disability Rights Arizona’s programs, clients, and staff. The Managing Attorney has moderate decision-making authority 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 or with minimal supervision and oversight.

Knowledge, Skills, and Abilities Required:

- Law degree from an accredited law school, preferably a juris doctorate.
- Strong advocacy skills with five to ten years of post-admission law practice.
- Experience in healthcare, civil rights, disability law, and/or other public interest law.

- Demonstrated litigation experience preferred. Required to develop and participate in DRAZ's litigation.
- Knowledge of Arizona and federal regulations and civil law.
- Knowledge of Arizona healthcare and mental healthcare systems.
- Broad knowledge of how to provide quality services for people with disabilities.
- Patience, negotiating skills, and ability to communicate with people of diverse backgrounds.
- Ability to analyze issues quickly and think strategically.
- Excellent written and verbal communication skills.
- Ability to understand, influence, and serve people.
- Ability to advocate persistently without creating antagonism.
- Ability to provide direction and support within a team framework.
- Ability to coordinate multiple projects and consistently meet deadlines.
- Active membership in Arizona State Bar.
- Subject matter expertise in disability rights program areas of Healthcare Team.
- Ability to regularly work more than 40 hours per week as workload and supervisory duties will generally demand it.

Communication Skills:

Ability to read, analyze, and interpret general legal periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, legal correspondence, and training materials. Ability to effectively present information and respond to questions from groups of managers, staff, clients, customers, and the public. Must be able to provide people with disabilities the opportunity for self-determination and empowerment. Must communicate using patience and negotiating skills. Works collaboratively in a team environment.

Computer Skills:

Job requires specialized computer skills. Must be adept at using various applications (database, spreadsheet, graphics, word processing, presentation creation/editing), and communication by e-mail. Effectively uses computer to research regulations and law related topics.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Travel:

This position requires occasional in-state and out-of-state travel, including potential overnights or multiple days.

Compensation:

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

holidays and offers additional personal days. DRAZ provides in-house CLEs, pays for bar dues, provides a stipend for specialty bar dues, and pays for selected, relevant CLE fees.

Working Conditions:

The DRAZ offers a hybrid telework schedule where employees may work at home and in the office. The Managing Attorney will perform work in an office, remotely, and, at times, in the community to conduct presentations and attend staff events. The Managing Attorney will be expected to work during evenings or weekends, as necessary.

Diversity Statement:

DRAZ is an equal opportunity employer and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of DRAZ. Persons with disabilities are especially encouraged to apply. If you need a reasonable accommodation during the application process, please contact Natalie Luna Rose at nlunarose@azdisabilitylaw.org.

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.

How to Apply:

Send resume, cover letter, and a list of a minimum of three professional references to J.J. Rico, Chief Executive Officer, Disability Rights Arizona, 4539 E. Ft. Lowell Rd. Tucson, AZ 85712, jrico@azdisabilitylaw.org.