



## **JOB ANNOUNCEMENT:**

### **Monitor**

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

**Location:** *Remote Position in Arizona*  
**Reports To:** *Manager - COMIT*  
**Classification:** *Non-exempt, hourly*  
**Salary:** *Starting at \$50,000 annually + benefits*

### **BACKGROUND**

Disability Rights Arizona (DRAZ) 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.

DRAZ 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 DRAZ's contract with the State of Arizona's Department of Economic Security (DES), are responsible for evaluating the quality of services at group homes for residents with complex needs who have both developmental disabilities and mental health diagnoses. DRAZ's COMIT initiatives start January 1, 2023 and will continue for a three-year term. See ARS § 36-595.03 for more information.

### **POSITION SUMMARY**

The Monitor will conduct in-person site reviews throughout Arizona to 1) confirm that group homes are providing clients with complex needs adequate services/supports and 2) ensure that group home residents are free from abuse, neglect, and exploitation.

### **ESSENTIAL JOB DUTIES**

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**5025 E. Washington, Suite 202 / Phoenix, AZ 85034-7439**  
**Phone: (602) 274-6287 or (800) 927-2260/ Fax: (602) 274-6779 / [www.disabilityrightsaz.org](http://www.disabilityrightsaz.org)**  
**Disability Rights Arizona is the Protection and Advocacy System for Arizona**

1. Plan for group home visits by locating and reviewing licensing records, incident reports, complaints, etc.
2. Visit group homes in-person to confirm that they are providing safe, supportive, and enriching environments for residents by, at a minimum:
  - a) Completing interviews of group home residents and employees.
  - b) Reading residents' Person-Centered Service Plans (PCSPs) and reviewing relevant medical documentation.
  - c) Evaluating whether residents are receiving the services listed in their PCSPs and determining whether those services are effective for the residents.
  - d) Verifying that any physical interventions used on residents adhere to their PCSPs and applicable state and federal laws and regulations.
3. Write detailed reports and/or complete standardized agency forms summarizing the results of monitoring visits.
4. Identify all group home performance deficiencies and issue a remediation plan with steps for corrective action and complete follow-up visits to group homes.

#### **MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES**

1. Two years of experience working with people with developmental disabilities and/or mental health diagnoses as a case manager/coordinator or service provider.
2. Experience developing/evaluating, or providing services pursuant to, Individual Support Plans (ISPs), Individual Education Plans (IEP), or PCSPs. Candidates must be supportive of the principles of person-centered service planning.
3. An understanding of basic medical terminology.
4. Familiarity with treatment modalities for individuals with developmental disabilities.
5. 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).
6. Ability to critically read PCSPs and corroborating documentation to evaluate whether a provider is adherent to its requirements.
7. Willingness to travel to group homes throughout Arizona. See *Travel and Working Conditions* below
8. Attention to detail with the ability to accurately document observations on standardized forms.

*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.
- Experience conducting interviews, investigations, or compliance/quality assurance reviews.
- Familiarity with the policies and rules of Arizona's Division of Developmental Disabilities (DDD) and applicable state and federal laws and regulations.
- Experience working in an Arizona DDD group home for clients with complex needs.
- Knowledge of the P&A System.

### **Communication Skills:**

Ability to conduct interviews. Ability to establish positive and professional relationships with Group Homes and DRAZ coworkers. Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or government regulations. Ability to write reports and correspondence. Ability to effectively present information and respond to questions. Must be able to provide people with disabilities the opportunity for self-determination and empowerment. Communicate using patience and negotiation skills. Work collaboratively in a team environment.

### **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:**

Extensive in-state travel is required, 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:**

DRAZ 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. DRAZ 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.

DRAZ 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@disabilityrightsaz.org](mailto:nlunarose@disabilityrightsaz.org).

## 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 Road  
Tucson, AZ 85712  
[center@disabilityrightsaz.org](mailto:center@disabilityrightsaz.org)

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