



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

Location: Remote

Reports To: Manager - COMIT

Classification: Non-exempt, hourly

Salary: Starting at \$55,000-\$60,000 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.

The COMIT program, pursuant to DRAZ's contract with the State of Arizona's Department of Economic Security (DES), is responsible for conducting monitoring for group homes that provide services to clients with complex needs and investigate quality of care complaints for clients residing in DDD funded group homes. DRAZ's COMIT initiatives started January 1, 2023, and will continue for a three-year term. See [ARS § 36-595.03](#) for more information.

POSITION SUMMARY

DRAZ is seeking an individual with experience in DDD group home compliance to serve as the Lead Monitor for its Compliance, Oversight, Monitoring, and Investigations Team (COMIT). The Lead Monitor will support the COMIT Manager in all related functions and help DRAZ achieve its monitoring initiatives under the Developmental Disabilities Group Home Monitoring Pilot Program.

ESSENTIAL JOB DUTIES

1. Working with the Manager to support the development and fulfillment of all COMIT project goals, program deliverables, and Team objectives.
2. Facilitating weekly one on one meetings with Monitors; helping Monitors with assignment contacts, prioritizing tasks, and preparing for and completing quality monitoring reviews.
3. Reviewing and editing COMIT monitoring reviews and reports produced by Monitors and making recommendations for improvement prior to Manager review.
4. Tracking Monitoring Team metrics and overseeing the status of active assignments, alerting the Manager to any unnecessary delays in project completion.

5. Contributing to the COMIT staff hiring process as needed, including reviewing/editing job postings and participating in search committees.
6. Working with the Manager as needed to onboard and train new hires.
7. Providing feedback to the Manager for staff performance evaluations.
8. Assisting the Manager with the development and production of monthly and annual comprehensive reports summarizing DRAZ's observations and outcomes.
9. Completing assigned monitoring as needed to fulfill program objectives and requirements.
10. In the absence of the COMIT Manager, potentially taking over relevant duties on a temporary basis including, but not limited to:
 - a. Assigning investigations to staff
 - b. Supervising 6-10 investigation and monitoring staff
 - c. Reviewing and approving staff time sheets, leave requests, etc.
 - d. Responding to program inquiries and staff questions
 - e. Preparing ad hoc updates for DRAZ's C.E.O. on program status
 - f. Facilitating COMIT staff meetings

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- At least two (2) years of experience completing, quality assurance reviews, compliance work, or the equivalent.
- Bachelor's degree in social service or law-related discipline, or equivalent.
- Experience supervising project completion, facilitating program objectives, and/or knowledge of basic project management frameworks.
- Ability to coordinate multiple projects and consistently meet deadlines.
- Experience or familiarity with developing, reviewing, evaluating, or providing Division of Developmental Disability (DDD) contracted services.
- 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).
- 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
- Demonstrated interest and commitment to civil rights or public interest work.

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 Knowledge, Skills, and Abilities

- Two (2) years of previous supervisory experience.

- Experience or familiarity with Division of Developmental Disability (DDD) group home services.
- 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 has a moderate level of supervision over the work of COMIT Monitors. Under the direction of the Manager, the Lead Monitor works closely with Monitors to support the fulfillment of all COMIT project goals, program deliverables, and Team objectives.

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 with the opportunity for self-determination and empowerment.
- 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 communication by e-mail.

Travel & Working Conditions:

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

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.

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

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. Finalists will be asked to submit a writing sample. Candidates for this position will be interviewed telephonically or via Zoom or Microsoft Teams.