

# NEW MEXICO JUDICIAL BRANCH

## AOC STATEWIDE BEHAVIORAL HEALTH MANAGER

(Classified)

**TARGET SALARY:** \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range LL)

**LOCATION:** Santa Fe, New Mexico

**FLSA STATUS:** Exempt

**JOB CODE:** 2516JB

**BENEFITS:** Competitive benefits package offered

### ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

### GENERAL STATEMENT OF DUTIES

Under administrative direction manage, direct and provide operational support behavioral health projects and issues and develop state and national relationships to support behavioral health efforts as they affect the courts. Provide analysis, development and implementation support for behavioral health initiatives aimed at increasing and improving access to evidence-based, high quality behavioral health assessment and treatment services throughout the court system.

### EXAMPLES OF JOB DUTIES

- **The AOC Behavioral Health Manager** provide analysis and recommendations regarding behavioral health proposals, rules or policies.
- Provides leadership support and/or represents New Mexico courts at germane committees and workgroups.
- Provides administrative support for Supreme Court initiatives aimed at improved behavioral health outcomes.
- Provides grant writing, reporting, and management.
- Communicates with courts, treatment providers, and others regarding evidence-based practices for individuals with behavioral health disorders to promote the use of such practices.
- Consult and collaborates with Judicial Branch employees, other state agencies, Legislators, the public, private vendors and corporate entities.
- Designs, monitors, and reports on quality assurance approaches and methods for the justice system and behavioral health treatment system and fosters implementation of recommendations for quality improvement of the treatment provided to individuals in the New Mexico court system.
- Ensures ongoing communication among agencies and branches of government on behavioral health issues.

- Coordinates and communicates with court personnel, system users, providers of data, and others about behavioral health and treatment elements related to various court operations.
- Develops and maintains statewide policies and procedures to guide the operations of the Behavioral Health Court(s) in compliance with best practices.
- Oversees federal, state and district court contracts and professional services with community agencies, monitors and evaluates contract compliance and scope of work.
- Collects court data related to behavioral health initiatives for analytics.
- Reviews and approves initiatives for statewide Behavioral Health programs.
- Prepares and monitors budgets, and establishes budget priorities to assist in the preparation and support of behavioral health initiatives.
- Oversees development of services to assist with stabilization, resources, housing, disability, medication, guardianship, and other needs.
- Hires, manages, organizes, and coordinates the work of diverse statewide program managers, clinical services coordinators, probation officers and staff and establishes statewide program expectations.
- Assesses needs of, and advocates for, appropriate resources for programs within the Behavior Health court(s).
- Prepares bill analyses to assess the impact of proposed legislation and assist in developing strategies for passage of legislation.
- Serves on statewide or local committees.
- Performs other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should have advanced knowledge of the principles and practices of public and court administration, behavioral health, and management practices and techniques for managing multiple and diverse statewide projects. Experience with legislative and budget processes, organization and general operations of a court system and government as well as skill analyzing and assessing court operations, and evaluating court program services.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Behavioral Sciences, Psychology, Social Work, Mental Health Counseling or other related field; a Master's Degree is preferred; and 40 hours of mediation training. Licensed by the State of New Mexico as Psychologist (PsyD or Ph.D.), Licensed Professional Clinical Counselor (LPCC), Licensed Clinical Social Worker (LCSW)

**Education Substitution:** None.

**Experience:** Six (6) years of experience in managing behavioral or mental health programs, to include experience with criminal justice systems, budget, finance, contract administration, management of specialty court programs including behavioral health, mental health, or problem solving courts and may include drug courts or pretrial services.

**Experience Substitution:** Additional relevant education at the Master's degree level may substitute for experience at a rate of thirty (30) semester hours equals one year of experience. Education may not substitute for supervisory experience.

**Other:** Completion of a post-offer background check may be required. Completion of state defensive driving training and valid New Mexico driver's license may be required.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

## **COMPETENCIES / QUALIFICATIONS**

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*\* This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed \**

## **BENEFITS**

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations\*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation\*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay\*
- May receive physical fitness leave\*
- What are your benefits worth? Click [here](#) to find out

*\*These benefits vary by job classification or need\**

## **START YOUR CAREER**

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 10/15/19, Benefits updated 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23

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The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at [nmcourts.gov](http://nmcourts.gov).