

NEW MEXICO JUDICIAL BRANCH

CLINICAL DIRECTOR 2

(At-Will)

TARGET SALARY: \$88,853-\$177,709 annually, or \$42.718-\$85.437 hourly depending upon experience (pay range NN/00)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 1112JB

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under administrative direction in a large court clinic manage, supervise, and conduct clinical services as defined by the New Mexico statutes.

EXAMPLES OF JOB DUTIES

- **The Clinical Director 2** is responsible for overseeing and managing the Family Court program and all clinical cases.
- Plans, organizes, directs, and supervises program(s) initiatives.
- Prepares reports, independently conducts and supervises court-ordered evaluations, assessments, mediations, and facilitation of children/families involved in child custody disputes and/or open adoptions.
- Provides recommendations to the court and serves as an expert witness for the court pursuant to the NMRA Section 11-706.
- Prepares and submits division budgets and annual reports.
- Serves as a consultant and expert on all clinical processes and procedures for various courts in order to help develop mediation and evaluation programs.
- Analyzes program operations and manages case flow.
- Ensures that clinical services are provided according to New Mexico Statutes.
- Develops clinical procedures and guidelines.
- Updates policy and procedure manuals and time-sharing guideline booklet.
- Conducts settlements, mediations and negotiations regarding child custody and open adoption.
- Initiates mediation and settlement facilitation on cases referred by various courts that involve disputes regarding child custody matters or open adoption.
- Conducts Advisory Consultations, Priority Consultations and home studies.
- Assesses the developmental and psychological needs and emotional functioning of children, parents and families.
- Conducts research and provides child development education to attorneys and Judges.
- Maintains up-to-date knowledge of child custody evaluation procedures, child development, mediation/settlement and facilitation, crisis intervention techniques, family counseling, etc.

- Provides interim or long-term recommendations regarding time-sharing, residency, visitation, custody or other issues determined by the court.
- Assesses the lethality of cases involving domestic violence and child abuse.
- Conducts crisis interventions and provides consultations, recommendations, or suggestions as requested by the court.
- Presents educational training to parents and the community regarding services provided by the court clinic.
- Facilitates parenting groups, communication skills workshops, divorce adjustment groups, and other groups as needed.
- Manages, supervises, and conducts clinical services and follow-up mediation or evaluations.
- Compiles and maintains resource directory.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate advanced knowledge of counseling principles and methodologies; management and supervisory techniques; personnel rules; advanced mediation/settlement and negotiation techniques and procedures; providing recommendations; legal knowledge and rules of courtroom procedures; psychological testing instruments, procedures, interpretation and integration; projective, objective, competency, intellectual functioning, memory and other psychological tests; structured diagnostic interviews; New Mexico Counseling and Therapy Practice Board rules, regulations and professional code of ethical conduct and the Psychologist Examiners and APA (American Psychological Association) guidelines; elements of child custody and child development; psychopathology; family systems theory and therapy; domestic violence, child abuse (physical and sexual) dynamics; substance abuse; cultural diversity; assessment and clinical intervention, counseling, negotiation and mediation techniques and procedures; dynamics and clinical interventions; mental health agencies; treatment planning; forensic report writing; family court guidelines; report writing; procedures and evidence as relevant to mental health evaluations; and program budgeting and policy development.

MINIMUM QUALIFICATIONS

Education: A Ph.D. from an accredited college or university in Psychology, Counseling, Social Work, or other mental health-related field; forty (40) hours of specialized training in forensic psychology; forty (40) hours of mediation training, and twenty (20) hours in advanced mediation training in the area of family/custody disputes.

Education Substitution: None.

Licensure: Must possess and maintain a current license to practice in the State of New Mexico as a Licensed Independent Social Worker (LISW), Licensed Marriage and Family Therapist (LMFT), or licensed to practice in the State of New Mexico as a Psychologist.

Experience: Six (6) years of experience working with families and children in a therapeutic setting, use of projective, objective, competency, and other psychological tests, and performing court-ordered evaluations, of which three (3) years must have been experience in clinical supervision and administration.

Experience Substitution: None.

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.

** 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

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History of Job Description: Dev: 03/30/98, Rev: 07/01/03, 05/14/10, 04/06/15 (At-Will), 10/30/15, 02/11/20, Benefits updated: 2/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23

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.