

# NEW MEXICO JUDICIAL BRANCH

## COUNSELING OPERATIONS MANAGER

(Classified)

**TARGET SALARY:** \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range LL/MM)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 1151JB  
**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 general direction conducts individual, family, and group counseling sessions, and serves as an expert witness for the court pursuant to the NMRA Section 11-706.

### **EXAMPLES OF JOB DUTIES**

- **The Counseling Operations Manager** is responsible for planning, organizing, directing, and supervising program initiatives.
- Manages the work and supervises the staff and student interns of the Problem Solving Court Program(s).
- Hires, trains, evaluates, and disciplines professional, intern, and clerical staff.
- Conducts staff meetings and attends various court, panel and departmental meetings.
- Monitors counselors' compliance with the code of professional and ethical standards and conduct.
- Identifies problems, assesses behavior, and evaluates and develops appropriate treatment plans for cases.
- Compiles and analyzes statistical data for annual and monthly reports and may assist with budget requests.
- Designs and implements customized programs to prevent and intervene in specific areas of psychiatric, behavioral, and developmental deficits.
- Directs individuals/families through the implementation of appropriate interventions and conducts emergency therapy sessions and crisis interventions as ordered by the court.
- Provides information on adolescent/child development and factors that impact it.
- Develops parenting, domestic violence, substance abuse, social skills and experiential wilderness groups training and education.
- Implements specialized multi-therapeutic modalities and techniques to coach, motivate, shape and restructure behavioral outcomes.
- Consults and collaborates with various officials regarding social and psychological needs/trends, family dynamics, and adolescent psychopathology.
- Provides expert opinions to the court to serve as an expert witness and formulates and recommends child custody.

- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of supervisory skills; anti-social behaviors as it relates to conduct; clinical information for decision making and directing counseling; individual, couples, family, and group counseling; child/adolescent development; psychopathology; family systems theory and therapy; psychological testing procedures and interpretations; clinical interviewing and mediating; dynamic and clinical interventions; agencies of the New Mexico district court justice system; statewide mental health agencies and resources; New Mexico Counseling and Therapy Practice Board rules, and regulations; and professional code of ethical conduct.

## **MINIMUM QUALIFICATIONS**

**Education:** Master's degree from an accredited college or university in Psychology, Counseling, or other mental-health related field.

**Education Substitution:** None.

**Licensure:** Must possess and maintain a license to practice in the state of New Mexico as a Licensed Professional Clinical Mental Health Counselor (LPCC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Psychologist.

**Experience:** Six (6) years of experience working in a therapeutic setting, of which three (3) years must have been in clinical supervision and administration.

**Experience Substitution:** A licensed Ph.D. in Psychology, Counseling or other mental health-related field may substitute for up to two (2) years of experience.

## **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**

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

History of Job Description: Dev: 03/09/98 (Director of Youth and Family Counseling), Rev: 07/01/03 (Court Psychologist), 05/14/10, 05/17/16, 10/28/16, 02/11/20, Benefits updated: 2/26/21, Audit: 12/31/22, Rev Pay Ranges: 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).