

NEW MEXICO JUDICIAL BRANCH

COURT CLINICAL SERVICES COORDINATOR

(Classified)

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

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 1170JB

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, and consistent with professional licensure provide clinical services as defined by the NM Statutes including; independent clinical findings to aid the Judge in determining sentencing recommendations, supervision conditions and sanctions and staff referral(s) to appropriate specialty courts or problem-solving courts.

EXAMPLES OF JOB DUTIES

- **The Court Clinical Services Coordinator** is responsible for conducting mental health screenings and assessments of individuals to determine eligibility and suitability for problem solving and or specialty court programs.
- Conducts clinical assessment and/or lethality assessments on participants and develops appropriate treatment plans and recommendations.
- Staff referral(s) to appropriate specialty courts or problem-solving courts.
- Advocates for and provides therapeutic interventions.
- Refers clients to specialty court programs complimentary with client needs.
- Designs, develops, and utilizes screening tools and techniques to assist in program eligibility and suitability determinations.
- Integrates and coordinates treatment goals, probation objectives and court orders.
- Conducts crisis interventions, consultations, mediations, and settlement facilitations as needed or requested by the court.
- Clinically reviews requests for proposals for suggested mental health services and manage assigned program contracts.
- Serves as a community treatment liaison and maintains community treatment and case management referral resources/directory.
- Appears in court as an expert witness to provide testimony and treatment recommendations and suggestions pursuant to NMRA Section 11-706.
- Designs and delivers presentations to the court, community and other agencies regarding mental health issues and specialty courts or problem-solving programs provided by the court.

- Administers appropriate psychological testing and other psychological measures to individuals and interprets test results.
- Provides staff training as directed by the administration, and provides crisis intervention with defendants.
- Interview clients and provide program orientation.
- Work with clients, program(s), and probation officers regarding defendant issues (i.e., referrals, feedback, follow-ups, NCIC status).
- Participates in team and case staffing meetings.
- Provides clinical oversight and direction during court program meetings.
- Provides clinical oversight and direction for interns.
- Conducts crisis interventions as necessary or requested by the court.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of behavioral health systems; criminal justice system and probation; justice therapeutic jurisprudence; individual and group behavior; crisis prevention and intervention; clinical interviewing and assessment; treatment protocols; counseling theories and techniques; substance abuse/chemical dependency; mental health etiology; psychopathology; psychiatric and co-morbid disorders and treatments; ethical standards; HIPAA; domestic violence and child abuse; treatment planning; resources within the community; legal processes and procedures related to mental health; cultural diversity; eligibility and suitability standards associated with individual specialty courts; psychological testing protocols. New Mexico State Statute and laws, New Mexico Licensing Board rules and regulations for Psychology, Counseling and/or Social Work, and American Psychological Association (APA), guidelines and standards. Clinical knowledge of the request for proposal (RFP) process including aspects of program design, probation objectives; agencies of the district court justice system and mental health agencies and resources.

MINIMUM QUALIFICATIONS

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

Education Substitution: None.

Licensure: Must possess and maintain a current 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), Licensed Masters Social Worker (LMSW), or Licensed Mental Health Counselor (LMHC) or license to practice in the State of New Mexico as a Psychologist.

Experience: Five (5) years of experience working with adults and/or families in a therapeutic setting. One (1) year of experience in business or public administration, contract services, supervision, or a related field.

Experience Substitution: A licensed Ph.D. in Psychology, Counseling, or other mental health-related field may substitute for 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

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History of Job Description: Dev: 05/14/10, Rev: 10/30/15, 01/30/20, Benefits updated: 2/26/21, Audit: 12/31/22,
Rev Pay Range: 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.