

# NEW MEXICO JUDICIAL BRANCH

## FORENSIC PEER SUPPORT SPECIALIST

(Classified)

**TARGET SALARY:** \$42,621-\$85,243 annually, or \$20.491-\$40.982 hourly depending upon experience (pay range HH)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Non-Exempt

**JOB CODE:** 1080JB

**BENEFITS:** Competitive benefits package offered

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### **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 supervision, perform skilled support work in a judicial and community setting and monitor and support the participant/client's or engagement in a court guided/assisted programs.

### **EXAMPLES OF JOB DUTIES**

- The Forensic Peer Support Specialist (FPS) provides non-clinical professional and specialized support services to clients to assist them in successfully navigating the intersections between the Criminal Justice, Behavioral Health, and Community Resource systems.
- Meet with, interview and observe clients, assessing needs, and identifying barriers to accessing community resources and develop strategies to overcome them.
- Collaboratively develop a client's navigation plan and support system to meet identified and ongoing needs; work closely with client, clinical treatment programs and resources, client's case manager and/or social worker, court services, community service providers, and court staff to include pretrial services officers/court probation officers.
- Support and guide clients through their developed navigation plan.
- Guides clients through the process of defining personal goals for clients' recovery plans using existing evidence based workbooks or person centered planning tools;
- Provide orientation to individuals regarding the process of their treatment when they begin accessing services.
- Coach clients to transition from a professionally directed navigation plan to a self-directed recovery plan, provide support in the development of their plans, assist in accessing resources, and evaluate progress. Notifies the team of client/participant's progress towards navigation plan goals.
- Meets regularly with clients (outside of probation/court) to assist them with connection to potential supportive services in the community, such as housing, mental health and substance abuse treatment, supported employment services, and community-based case management services, and to monitor progress and identify new or potential barriers.
- Serves as a consistent point of contact for clients as they navigate the various levels of the Criminal Justice and Behavioral Health systems and provide introductions and warm-

handoffs to new agencies and providers. Serve as a bridge between the client and the community.

- Explores clients/participants' educational, family, criminal, employment and social background and or previous treatment engagement.
- Serves as liaisons between the Criminal Justice and Behavioral Health systems, assisting justice system partners in understanding the client's potential service needs and options.
- Conducts the majority of their work in the community, identifying and supporting linkages to community resources, clinical and support services that support the recovering client's goals and interests, and that might support placement in outpatient restoration, diversion, or some combination of these programs.
- Provides information and support to clients and encourages their development of community networks and activities relating to community integration;
- Attends staff meetings, training, community outreach, committee meetings, court programs and other pertinent events as recommended by supervisors.
- Adhere to agency and program-specific policies and procedures.
- Plan for a coordinated transition of the client to a case manager in the community behavioral health system.
- Stays in contact and remains available to clients for support, questions, and/or emergencies. Provides crisis intervention support to clients when they need immediate assistance.
- Develop relationships with community groups/agencies in partnership with the Center.
- Manage assigned caseload, enters case notes and relevant information accurately, consistently, and timely into the database, and compile and provide data and statistics as requested.
- Prepares detailed oral and written reports.
- Facilitates communication and coordination between care/service/support providers.
- Tracks engagement with client/participant and documents contact in approved database.
- Conducts scheduled progress meetings at court-appointed locations such as community provider agency, court buildings, telephonically, etc.
- Performs administrative activities and provides customer service.
- Models and reinforces responsible interpersonal and self-respecting behavior exhibiting competency in personal recovery and willingly utilizes their own story of recovery to mentor clients toward their own recovery goals.
- Help clients develop motivation and confidence to engage in attitudes and activities that promote health and wellness.
- Maintain appropriate boundaries in a variety of settings and situations, be able to establish trusting relationships with peers and strategically share lived experiences.
- Understands and respects the impact of trauma and responses to trauma, demonstrating sensitivity and acceptance of individual experiences.
- Research probation dropout rates, draft policy initiatives, and research group program effectiveness.
- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of rehabilitation or support programs, addiction recovery process, familiarity with court dispositions sentencing guidelines, treatment options including outpatient treatment, and available community services; New Mexico law, civil and criminal procedure; local court rules, policies and procedures, operations and structure; case management; legal terminology; substance abuse and mental health counseling and treatment; community resources available for those experiencing homelessness and veteran populations; court documents to determine compliance with relevant and appropriate statutes, rules, administrative orders and/or other governing policies and procedures, and mediation techniques and conflict resolution. The successful applicant also identifies themselves as people living with mental illness or addiction.

## **MINIMUM QUALIFICATIONS**

**Education:** High School Graduation or GED.

**Education Substitution:** Successful Completion of Certified Peer Support Worker training program. Current active certification as a Certified Peer Support Worker in the State of New Mexico.

**Experience:** Three (3) year's experience in case management, criminal justice, social work, psychology, human services, advocacy, peer support or other directly related fields.

**Experience Substitution:** Post-secondary education in a related field may substitute at the rate of thirty (30) credit hours equals one (1) year of experience. Licensure as a LSAA and LADAC will substitute for two (2) years of the required experience. License as an LMHC or LMSW will substitute for the three (3) years of required experience.

**Other:** Certified as a Certified Peer Support Worker (CPSW) in the state of New Mexico.

## **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, community or court setting. A valid driver's license, successful completion of the state of New Mexico Defensive Driving Program, and travel are 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: 01/10/24

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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).