NEW MEXICO JUDICIAL BRANCH

CLINICAL DIRECTOR 1
(Classified or At-Will)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range LL/MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1115JB (Classified) 1116JB (At-Will)
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 small court clinic manage, supervise and conduct clinical services as defined by the New Mexico statutes.

EXAMPLES OF JOB DUTIES

- **The Clinical Director 1** is responsible for overseeing and managing the Family Court clinical program and all clinical cases.
- Plans, organizes, directs, and supervises program(s) initiatives.
- Supervises program staff.
- Prepares reports, independently conducts, and supervises court-ordered evaluations, assessments, consultations, mediations, and facilitation of children/families involved in child custody disputes and/or open adoptions.
- Provides recommendations and suggestions 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 Statues.
- 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.
- Conducts mediation and settlement facilitation on cases referred by various courts that involve disputes regarding child custody matters or open adoption.
- Conducts evaluations and consultations, which may include Advisory Consultations, Priority Consultations, and home studies.
- Assesses the developmental and psychological needs and emotional functioning of children, parents, and families, through information gathering, observation, and/or interview.
- Conducts research and provides education regarding topics relevant to mental health, family processes, and child development to attorneys and the judiciary.

- 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 or suggestions regarding time-sharing, residency, visitation, custody or other issues determined by the court.
- Assesses the lethality of cases involving domestic violence.
- 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, evaluations, and consultations.
- Liaison and coordinate with local universities regarding the utilization of master's level interns.
- 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 Licensing Board rules and regulations for Psychology, Counseling and/or Social Work, and America Psychological Association (APA), guidelines and standards.; 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: Master's degree in Psychology, Counseling, Social Work, or other mental health-related field; forty (40) hours of mediation training, and forty (40) hours of advanced mediation training in the area of family/child custody disputes.

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), 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 including mediation and evaluation of child custody cases, 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 two (2) years of experience. Education may not substitute for supervisory 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 vacation and sick leave up to eight (8) weeks
- 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: 05/14/10, Rev: 10/30/15, 02/11/20, Benefits updated: 2/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23, 07/06/24, 07/05/25, 07/04/26, Rev: 10/22/26 (added At-Will)

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.