

# NEW MEXICO JUDICIAL BRANCH

## COUNSELING DIRECTOR

*This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.*

### **SUMMARY**

Under administrative direction, manage the work and supervise the staff and student interns of the Problem Solving Court Program(s); -prepare reports; compile monthly statistics; and conduct individual, family, and group counseling sessions; serve as an expert witness for the court pursuant to NMRA Section 11-706.

### **QUALIFICATIONS**

**Education:** Master's degree in Psychology, Counseling or other mental health related field.

**Education Substitution:** None.

**Licensure:** Current license to practice in the state of New Mexico as a Licensed Professional Clinical Mental Health Counselor (LPCC), Licensed Independent Social Worker (LISW), Licensed Marriage and Family Therapist (LMFT), or a licensed to practice in the State of New Mexico as a Psychologist.

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

**Experience Substitution:** A licensed PhD in Psychology, Counseling or other mental health related field may substitute for two (2) years experience.

**Knowledge:** Knowledge of general supervisory skills (i.e. coaching, performance evaluations; hiring, training, discipline, termination); knowledge of 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 NM district court justice system; statewide mental health agencies and resources; NM Counseling and Therapy Practice Board rules, and regulations and professional code of ethical conduct.

**Skill & Ability:** To independently supervise counselors and train interns; organize and prioritize workload of staff; use initiative and independent judgment; convey and implement clinical and administrative decisions; analyze complex situations; conceptualize and implement solutions to problems; develop and implement measures of accountability; establish cooperative working relationships; analyze complex statistical data, agency operational needs, and program components; evaluate and revise programs associated with Problem Solving Court program(s) and clients; research and write grants; work within a multi-disciplinary team; work with a culturally diverse population; maintain confidentiality; communicate effectively both orally and in writing and work with judicial/legal professionals, judges and other agencies.

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### EXAMPLES OF WORK PERFORMED

**Management and Employee Supervision** - Plan, organize, direct and supervise program initiatives; hire, train, evaluate and discipline professional, intern and clerical staff; conduct staff meetings and attend various court, panel and departmental meetings as invited or required; monitor counselors' compliance with code of professional and ethical standards and conduct; staff cases and discuss, evaluate and develop appropriate treatment plans; compile and analyze statistical data for annual and monthly reports and may assist with budget requests; and represent the Problem Solving court/judicial district in various interagency meetings and on a local, statewide, and national level.

**Counseling Services** - Identify problems and assess behavior; design and implement customized programs to prevent and intervene in specific areas of psychiatric, behavioral, and developmental deficits; direct individuals/families through implementation of appropriate interventions and conduct emergency therapy sessions and crisis interventions as ordered by the court; provide information on adolescent/child development and factors that impact it; independently implement specialized multi-therapeutic modalities and techniques to coach, motivate, shape and restructure behavioral outcomes; make appropriate responses/referrals by the court and juvenile justice system.

**Training** - Programming innovations include: developing parenting, domestic violence, substance abuse, social skills and experiential wilderness groups training and education; consult, collaborate and educate the court, namely judges, probation officers, and administrators, regarding social and psychological needs/trends in the areas of juvenile delinquency, family dynamics, and adolescent psychopathology.

**May** provide expert opinions to the court; formulate and recommend child custody.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative 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, court setting or in the field. The employee may be exposed to hostile or violent situations that arise when dealing with individuals involved in court cases. The employee may be exposed to disturbing court exhibits and contagious health conditions. The work requires the use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, kneel, stoop, lift, pull and carry up to 40 pounds. Travel may also be periodically required for training, meetings and presentations. Overtime and/or flexible work hours may be required. The employee may be exposed to fluctuating temperatures.