

NEW MEXICO JUDICIAL BRANCH

CLINICAL DIRECTOR 1

(Classified)

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

SUMMARY

Under administrative direction, in a small court clinic in an independent judicial entity, manage, supervise and conduct clinical services as defined by the NM statutes including; supervise and conduct work evaluations of subordinate clinical and clerical staff of the division; oversee and manage the Family Court program and all clinical cases; prepare reports; independently conduct and supervise court-ordered evaluations, assessments, mediations and facilitations of children/families involved in child custody disputes and/or open adoptions, providing recommendations to the court; and serve as an expert witness for the court pursuant to NMRA Section 11-706.

QUALIFICATIONS

Education: Master's degree in Psychology, Counseling, Social Work or other mental health related field; 40 hours of mediation training, and 20 hours of advanced mediation training in the area of family/child custody disputes.

Education Substitution: None

Licensure: Must possess and maintain 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 licensed to practice in the State of New Mexico as a Psychologist.

Experience: Six (6) years 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 PhD in Psychology, Counseling or other mental health related field may substitute for two (2) years experience. Education may not substitute for supervisory experience.

Knowledge: Advanced knowledge of counseling principles and methodologies; management and supervisory techniques; personnel rules; advanced settlement, negotiation and mediation techniques and procedures; structured diagnostic interviews, assessments and clinical interventions; justice system and mental health agencies and resources; NM Counseling and Therapy Practice Board rules, regulations and professional code of ethical conduct and the Psychologist Examiners and American Psychological Association (APA) guidelines; 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; family court guidelines, standards and procedures; providing recommendations and report writing; legal knowledge and rules of courtroom procedure and evidence relevant to family court; and program budgeting and policy development.

Skill & Ability: **Skill in** providing clinical supervision, direction and guidance to professional and clerical staff; organizing and prioritizing workload of staff; conducting comprehensive settlement conferences and negotiation and mediations sessions; independently and accurately assessing crisis situations quickly; assessing cases involving suicide/homicide risk, domestic violence and child abuse (physical and sexual); testifying in court as an expert both under examination and cross examination; using initiative and independent judgment; working independently; assessing needs for substance abuse and/or mental health treatment; and communicating effectively both orally and in writing. **Ability to** educate involved parties; establish cooperative working relationships with agencies and professionals within the community; work with individuals who are in high conflict, mentally ill or who have serious personality disorders; work with a culturally diverse population; work closely with judicial/legal professionals, judges, attorneys and other agencies; maintain confidentiality and work in stressful environments and/or hostile situations on a daily basis.

EXAMPLES OF WORK PERFORMED

Division Management & Employee Supervision - Plan, organize, direct and supervise program(s) initiatives; plan, prepare, and submit division annual report; serve as a consultant and expert on all clinical processes and procedures for the court, clinical staff and community; analyze program operations and manage and supervise case flow; coordinate with other state agencies and associated professionals; hire, train, evaluate and discipline professional, managerial, intern and clerical staff; ensure that clinical services are provided and conducted according to New Mexico Statutes; assure APA guidelines for conducting child custody evaluations are followed; work with judges, judicial officers, and the legal community to ensure services offered meet the need of the court and community; develop clinical procedures and guidelines; implement office policies; update policy and procedure manual; engage in case-specific analysis of the child's needs and parents' circumstances; conduct research and provide child development education to attorneys and Judges; review and update literature given to parties to educate them regarding how to focus on the best interest of the child(ren); maintain up-to-date knowledge of child custody evaluation procedures, child development, mediation/settlement and facilitation, crisis intervention techniques, family counseling, clinical case management, child protective services policies and the laws pertaining to child abuse and neglect.

Clinical Services - Conduct settlements, mediations and negotiations regarding child custody and open adoption; provide recommendations to the court; manage, supervise and conduct clinical services; train clinicians in clinical responsibilities; write detailed reports that include recommendations in the form of court orders; and write parenting plans.

Mediation - Conduct mediation and settlement facilitation on cases referred by family court, children's court or civil court that involve disputes regarding child custody matters or open

adoption; conduct follow-up mediation or evaluations; may co-facilitate settlement agreements; assist parents in reaching a solution that is developmentally appropriate for the child(ren) regarding residency, visitation, child legal custody, time-sharing and/or parenting plans; educate parents regarding child development and the impact that on-going conflict has on child(ren), and may conduct multi-party child abuse and neglect mediations.

Priority/Advisory Consultation – Conduct Advisory Consultations, Priority Consultations and home studies; clinically assess the developmental and psychological needs and emotional functioning of children, parents and families; assess communication and parenting skills; clinically assess the lethality of cases involving domestic violence and child abuse (physical and sexual); assess the needs of the child(ren) through information gathering, observation and/or interviewing; provide interim or long-term recommendations regarding time-sharing, residency, visitation, custody or other issues determined by the court.

Crisis Intervention and Consultation - Conduct crisis interventions and provide consultations as requested by the court; provide recommendations, alternatives and suggestions to the court; assess the lethality of cases involving domestic violence and child abuse (physical and sexual); in the courtroom assess emergency issues and offer suggestions or alternatives to the court.

Training - Present educational training to parents and community regarding services provided by the court clinic; facilitate parenting groups, communication skills workshop, divorce adjustment groups and other groups as needed; collaborate with the Judicial Education Center to provide training for court mediators; compile and maintain resource directory; work with community agencies to provide services; provide training and supervision to students/interns.

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, field or court setting. The employee may be required to work days, nights, weekends and holidays; overtime may be required. The employee must regularly interact positively with co-workers, clients and the public; work under severe time constraints and meet multiple demands from several people. The work requires prolonged 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 25 pounds. Travel (valid driver's license required) may be periodically required for work, training, meetings and presentations. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions.

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