

# NEW MEXICO JUDICIAL BRANCH

## CLINICAL DIRECTOR 2

(At-Will)

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

### **SUMMARY**

Under administrative direction in a large court clinic, manage, supervise and conduct clinical services as defined by the NM statutes including; supervise and conduct work performance evaluations of clinical and clerical staff of the division; manage division budget and prepare reports; independently conduct and supervise court-ordered evaluations; serve as an expert witness for the court pursuant to NMRA Section 11-706; assess and intervene in emergency situations daily in the courtroom and office; supervise and conduct mediation/settlement facilitation and defendant evaluations.

### **QUALIFICATIONS**

**Education:** A Ph.D. in Psychology, Counseling, Social Work or other mental health related field; 40 hours of specialized training in forensic psychology; 40 hours of mediation training, and 20 hours in advanced mediation training in the area of family/custody disputes.

**Education Substitution:** None.

**Licensure:** Must possess and maintain current license to practice in the State of New Mexico as a 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, use of projective, objective, competency and other psychological tests and performing court-ordered evaluations, of which three (3) years must have been experience in clinical supervision and administration.

**Experience Substitution:** None.

**Knowledge:** Advanced knowledge of counseling principles and methodologies; advanced management and supervisory techniques; personnel rules; advanced mediation/settlement/negotiation techniques and procedures; psychological testing instruments, procedures, interpretation and integration; projective, objective, competency, intellectual functioning, memory and other psychological tests; structured diagnostic interviews; 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, competency and other forensic evaluations; child development; psychopathology; family systems theory and therapy; domestic violence, child abuse (physical and sexual) dynamics; substance abuse; cultural diversity; assessment,

interviewing, counseling, negotiation and mediation techniques and procedures; dynamics and clinical interventions; agencies of the district court justice system and mental health agencies and resources; treatment planning; forensic report writing; family court guidelines, standards and procedures; providing recommendations and report writing; legal knowledge and rules of courtroom procedures and evidence and relevant to mental health evaluations; and program budgeting and policy development; research regarding syndromes and propensity for behaviors;; thorough understanding of the DSM-IV(TR).

**Skill & Ability:** **Skill in** providing clinical supervision, direction and guidance to professional and clerical staff; organizing and prioritizing workload of staff; conducting comprehensive diagnostic and evaluating interviews using both inductive and deductive reasoning and forensic evaluations; 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; administering, interpreting and integrating psychological tests; conducting and reviewing custody and forensic evaluations; 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; debrief jurors in critical incident criminal and civil cases; 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 budget and 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; serve as a consultant to other district courts throughout the state to help develop mediation and evaluation programs; 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 manuals and time-sharing guideline booklet used by attorneys and judges statewide and in other states; 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 testing instruments, child custody evaluation procedures, child development, forensic testing procedures, 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 evaluations including child custody, competency to stand trial and

other criminal case-related evaluations; manage, supervise and conduct clinical services: interviews, consultations, meditations and full child custody evaluations; train clinicians in clinical responsibilities; write detailed forensic reports that include treatment recommendations in the form of court orders; and write parenting plans. Conduct court-ordered forensic evaluations, such as competency to stand trial, dangerousness, criminal responsibility, suicidality, mental status examinations, and competency to testify as a witness; testify as an expert witness in district and metropolitan courts in criminal and civil cases under both examination and cross examination; research legal standards; review court records and documents provided by the court or counsel; coordinate with other state agencies and attorneys; write comprehensive forensic reports to address court-ordered referral questions. Conduct court-ordered child custody evaluations consistent with APA guidelines; determine procedures to be used in complicated cases; gather information regarding family dynamics, social structure, psychopathology, substance abuse, collateral data and other information deemed necessary; assess the psychological functioning of each party and the developmental needs of the child(ren); observe the child(ren) interacting with each parent and significant others; integrate test results with other data to determine the ability to parent and the level of attachment of the child(ren) to each parent; consult with collateral sources; assess the lethality of cases involving suicide/homicide risk, domestic violence and child abuse (physical and sexual); assess the potential risk of aggression between parties and/or toward the child(ren) and meet regularly with family court judges and attorneys to address issues impacting family court.

**Testing** - Administer, score interpret and integrate objective, projective, competency, and other psychological tests; review new psychological tests and determine implementation into the clinical process; determine if more extensive psychological assessments are needed; train and direct staff regarding administering, scoring and interpreting psychological tests.

**Training** - Provide child development and other clinical education to parties involved and other agencies within the community; educate parties regarding the policies and procedures used in the division and developmental needs of children; train judges and the community regarding custody and time-sharing, domestic violence and other issues that impact the court cases; make presentations to the legislature, news media and other organizations; train and supervise clinicians in conducting custody evaluations, abuse and neglect, mediation and child protective services procedures, and large group mediation.

## **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.

Dev: 3/30/98; Rev: 7/1/03; 5/14/10; 4/6/2015-(At-Will)

Rev: 10/30/15