

NEW MEXICO JUDICIAL BRANCH
COURT CLINICAL SERVICES COORDINATOR
(Classified)

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

SUMMARY

Under direction, and consistent with professional licensure, shall provide clinical services as defined by the NM Statutes including; independent clinical findings to aid the Judge in determining sentencing recommendations, supervision conditions and sanctions; and staff referral(s) to appropriate Specialty Court or Problem Solving Courts. Serve as an expert witness for the court pursuant to NMRA Section 11-706; may administer and interpret results of psychological tests as appropriate to licensure; will provide staff training as directed by administration, and provide crisis intervention with defendants.

QUALIFICATIONS

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

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), Licensed Masters Social Worker (LMSW), or Licensed Mental Health Counselor (LMHC) or license to practice in the State of New Mexico as a Psychologist.

Experience: Five (5) years experience working with adults and/or families in a therapeutic setting. One (1) year experience in business or public administration, contract services or a related field.

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

Knowledge: Knowledge of counseling principles and methodologies; behavioral health systems; criminal justice system and probation; justice therapeutic jurisprudence; individual and group behavior; crisis prevention and intervention; clinical interviewing and assessment; treatment protocols; counseling theories and techniques; substance abuse/chemical dependency; mental health etiology; psychopathology; psychiatric and co-morbid disorders and treatments; NM Counseling and Therapy Practice Board ethical standards; HIPAA; domestic violence and child abuse; treatment planning; resources within the community; legal processes and procedures related to mental health; providing recommendations and report writing; cultural diversity; eligibility and suitability standards associated with individual specialty courts; crisis prevention

and intervention techniques; and psychological testing protocols. Clinical knowledge of the request for proposal (RFP) process including aspects of program design, probation objectives; and the ability to communicate sound clinical practices according to professional and community standards; agencies of the district court justice system and mental health agencies and resources.

Skill & Ability: **Skill in** determining clinical program eligibility and suitability; integrating and coordinating treatment plans; project management and coordination; accurately assessing the psychological status of individuals; maintaining objectivity while accurately assessing crisis situations and quickly determining the risk of suicide/homicide, domestic violence and the dangerousness of individuals to the community; making appropriate treatment and program recommendations based on individual needs and resources available; administering and monitoring contract(s) for clinical services; working with individuals who are in high conflict, mentally ill, or who may have serious psychological and/or personality disorders; and communicating effectively both orally and in writing. **Ability to** work with judicial/legal professionals, judges, attorneys and other agencies; work with a culturally diverse population; establish rapport and discernment; work in stressful environments and/or hostile situations on a daily basis; and organize, prioritize and multi-task while maintaining defendant confidentiality.

EXAMPLES OF WORK PERFORMED

Clinical Recommendations – Conduct mental health screenings and assessments of individuals to determine eligibility and suitability for Problem Solving/Specialty Court programs; develop appropriate treatment plans and recommendations; conduct clinical assessment and/or lethality assessment on participants as part of a comprehensive screening process; determine suitability for diversion/supervision; provide therapeutic interventions; advocate for therapeutic program changes and advancements on behalf of individuals; refer clients to specialty court programs complimentary with client needs; design, develop and utilize screening tools and techniques to assist in program eligibility and suitability determinations; interview clients and provide program orientation; work with clients, program(s) and probation officers regarding defendant issues (i.e., referrals, feedback, follow up, NCIC status), participate in team and case staffing meetings; provide clinical oversight and direction during court program meetings; integrate and coordinate treatment goals, probation objectives and court orders; conduct crisis interventions as necessary or requested by the court; and maintain confidential clinical files.

Clinical Administration – Clinically review RFPs for mental health services proposed; clinically manage assigned program contract(s); monitor and review contract providers' for adherence to court treatment standards; provide clinical direction and coordination of contractual mental health services; review and revise policy and procedures to ensure therapeutic efficacy of programs (i.e., DWI, DV Repeat Offender); and collect and enter behavioral and related resources data/information on systems network.

Mental Health Provider Coordination – Develop clinical forms necessary for integration of clinical services with community providers; develop and maintain community treatment and case management referral resources/directory; serve as a community treatment liaison; work with contracted treatment providers and Specialty Court/Problems Solving Program teams; and develop protocol for clinical appraisals and education programs.

Expert Witness – Appear in court as an expert witness to provide testimony and treatment recommendations; and advise the court on trends or policies affecting the operation of the court programs.

Training – Design and deliver presentations to the court, community and other agencies regarding Specialty Court / Problem Solving Programs provided by the court; educate parents, families, judicial officers and legal community on mental health issues; and participate in continuing education in relevant clinical topics as required for continued professional licensure.

Clinical Testing – **May** administer appropriate psychological testing to individuals and interpret pre and post test results; conduct: lethality screening, personality assessment inventories and domestic violence inventories; and conduct crisis screening as requested by the court.

May provide individual crisis staffing as needed; conduct critical incident debriefing for jurors in criminal and civil cases; suggest competency evaluations as needed; and make referrals to the defendant’s public defenders’ office.

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, field or court setting. The work performed requires travel (valid driver’s license required). The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules are flexible, to include days, nights, weekends and holidays and 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 multiple sources. 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 may also be periodically required for 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: 5/14/10; Rev: 10/30/15