



State of New Mexico  
Classification Description

**ADULT PROTECTIVE SERVICES (APS) CLINICAL CONSULTANT**

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**General Summary**

The purpose of this position is to provide the provision of clinical consultation and quality assurance services essential to ensuring the quality of Adult Protective Services investigations of adult abuse, neglect, and exploitation.

**APS Clinical Consultant**

**Job Code: G3015**

**Pay Band: SG**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

***Distinguishing Characteristics***

This is the full performance level of the Adult Protective Services Clinical Consultant.

***Recommended Education and Experience for Full Performance***

Master's Degree in Social Work, Psychology, Guidance and Counseling and six (6) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care of which three (3) must have been in protective services as it pertains to the essential duties and responsibilities of the classification.

***Minimum Qualifications***

Master's Degree in Social Work, Psychology, Guidance and Counseling and four (4) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care of which two (2) must have been in protective services as it pertains to the essential duties and responsibilities of the classification.

***Essential Duties and Responsibilities\****

- Participates in staffing of legal cases and reviews case documentation to ensure readiness of cases for guardianship filing.
- Ensures compliance with policy and procedures to ensure that least restrictive intervention is pursued.
- Serves as a technical resource to field staff and assist with training/preparation of staff for court testimony.
- Provides technical assistance in difficult or high profile cases.
- Participates in staffing of complex, high profile and any other cases assigned by Division Management.
- Reviews investigation records for compliance with the APS Act, agency policy and procedures.
- Identifies and reports problematic areas or practice trends.

**APS Clinical Consultant Supervisor**

**Job Code: G3015S**

**Pay Band: SH**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

***Distinguishing Characteristics***

This is the supervisory level of the Adult Protective Services Clinical Consultant Series.

***Recommended Education and Experience for Full Performance***

Master's Degree in Social Work, Psychology, Guidance and Counseling and eight (8) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care of which four (4)

## APS CLINICAL CONSULTANT

must have been in protective services as it pertains to the essential duties and responsibilities of the classification.

### ***Minimum Qualifications***

Master's Degree in Social Work, Psychology, Guidance and Counseling and six (6) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care of which three (3) must have been in protective services as it pertains to the essential duties and responsibilities of the classification.

### ***Essential Duties and Responsibilities\****

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees\*\*. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; interviews and recommends selection of applicants.
- Directs and coordinates comprehensive planning functions and budget review and coordinates planning and program development and establishes procedures for effective program implementation.
- Develops and executes administrative policy and remains abreast of changing policies, laws, regulations and national, state, regional and local trends.
- Develop quality improvement process to support best practices and compliance with policy and procedures.
- Conducts administrative reviews and internal investigations.

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### **Bargaining Unit:**

**Statutory Requirements:** N/A

### **Working Conditions:**

Work is performed in an office setting; late hours, weekends, on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel may be required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Established:** 10/23/2015

**Revised:** 10-18-2019 (pay band code change)

*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*