Human Resources
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Clinical Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM406	**Health and Social Services**	**Clinical Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**July 1, 2026**

The Clinical Administrator provides leadership and oversight for all clinical operations within the Bernalillo County Department of Behavioral Health Services. Manages the development, implementation, and evaluation of addiction treatment programs and related clinical services. Ensures service quality, regulatory compliance, and effective program delivery that meets community needs. Coordinates strategic planning, staff development, and clinical supervision while serving as a liaison to contracted providers and external partners.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, implements, manages, and evaluates the clinical direction of addiction treatment services; recommends and facilitates program modifications to improve service delivery and outcomes.
- Oversees clinical programming and ensures staff maintain appropriate professional credentials; coordinates and provides ongoing training required by regulatory agencies.
- Conducts fiscal impact analyses, cost/benefit studies, project assessments, and coordinates implementation of department initiatives, including system improvements and performance monitoring.
- Coordinates administrative functions related to social service and Indigent Fund contracts, including RFP preparation, proposal evaluation, contract monitoring, technical assistance, and reimbursement processing.
- Assists in planning and coordinating current and future behavioral health services operated by the department.
- Develops and implements procedures and guidelines for clinical operations, staff functions, and program activities.

- Assists in recruiting, hiring, supervising, evaluating, and disciplining clinical and support staff.
- Directs and coordinates budget planning, development, and monitoring for assigned programs.
- Develops, reviews, and updates policies, procedures, rules, regulations, and clinical protocols.
- Maintains clinical logistics and statistical reports; prepares additional reports as needed.
- Provides clinical staffing, case consultation, training, and supervision for Behavioral Health Services staff, monitors client satisfaction and feedback.
- Serves as a liaison between the department and community stakeholders as needed.
- Participates in committees, task forces, evaluation groups, and negotiation teams as assigned.
- Prepares agenda items and summary reports related to clinical operations and program performance.
- Oversees compliance and records management for all client care documentation.
- Prepares written reports and presentations for internal and external audiences.
- Attends and participates in professional meetings and provides input related to clinical best practices.
- Stays current on trends, innovations, and standards in behavioral health and addiction treatment.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Master's degree in Social Work, Public Health, or a related field.
- Five (5) years of experience in behavioral health treatment.
- Two (2) years of experience in a supervisory or management capacity.
- Current and valid New Mexico licensure as a Licensed Psychologist; Licensed Professional Clinical Counselor (LPCC); Licensed Marriage and Family Therapist (LMFT) or Licensed Independent Social Worker (LISW).

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

PREFERENCES

- Bilingual (English & Spanish) desirable.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.

- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must maintain current supervision credentialing as part of valid professional licensure in accordance with the New Mexico Counseling and Therapy Practice Board or another relevant credentialing body.
- Employee must pass a caregiver criminal history screening in accordance with the Caregivers Criminal History Screening Act (NMSA 1978, Sections 29-17-1 through 29-17-5) for employment at the MATS facility. A disqualifying conviction is cause for termination or denial of employment.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled, locked facility.
- Work is conducted on even, typically dry surfaces such as tiles, concrete, or carpet.
- Employee may encounter violent residents and may be required to use physical restraint, posing a risk of personal injury.
- Employee may work alone, as part of a group, or with a select team, with or without direct supervision.
- Shift work and flexible scheduling may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Frequently uses standard office equipment such as telephones, computers, printers, photocopiers, fax machines, calculators, and computer peripherals.
- Regularly handles documents including files, forms, reports, and other office materials and supplies.
- Frequently uses facility keys.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.