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Mental Health Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM518	**Health and Social Services**	**Mental Health Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**April 10, 2026**

The Mental Health Administrator oversees, guides, and evaluates the work activities of Behavioral Health personnel. Develops and maintains computerized record management systems to store and process data; produces reports; and develops and implements organizational policies and procedures. Conducts and administers fiscal operations, including accounting, budget planning, expenditure authorization, rate setting for services, and financial reporting. Responsibilities include supervision of personnel through hiring, training oversight, performance evaluation, coaching, discipline, and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, coordinates, and directs all behavioral health clinical functions of the Youth Services Center, including the Community Mental Health Clinic (CMHC) and the Community Custody Behavioral Health Initiative.
- Supervises personnel, including hiring recommendations, training, work allocations, problem resolution, and performance evaluations for clinical staff.
- Maintains budgets, prepares statistical reports, requests capital outlay, and manages employee and procurement records.
- Ensures adequate care, treatment, and fidelity to evidence-based models for all Youth Services Center residents and CMHC/CCP clients.
- Plans, organizes, develops, and implements program initiatives that align with community needs and billing reimbursement requirements.

- Analyzes clinical operations and manages caseload distribution.
- Advises staff on client mental health conditions and special needs.
- Develops and implements evidence-based procedures and clinical guidelines for staff and residents.
- Promotes a therapeutic environment for both residents and staff.
- Facilitates communication between clinicians and external service providers to coordinate needed services.
- Administers psychological evaluations, assessments, and mental status exams for court-referred juveniles, and develops individualized treatment plans.
- Ensures compliance with all applicable laws and regulations related to clinical operations, billing, licensure, and certification.
- Provides clinical oversight and offers supervision and consultation to Youth Services Center, CMHC, and CCP staff.
- *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 or Counseling.
- Eight (8) years of work experience in a clinical setting counseling individuals or families concerning emotional disturbances, conduct-disorders, or substance abuse.
- Four (4) years of experience in a managerial role.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

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.

- Must possess and maintain a current Licensed Independent Social Worker (LISW) OR a Licensed Practicing Clinical Counselor (LPCC) in accordance with the NMAC 16.63.6.8.

PREFERENCES

- PHD in related field preferred.

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.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Duties are performed on an even, usually dry surface, which may be concrete, tile, or carpet.
- Work hazards include handling medical waste, culture-side products, blood or body fluids, and other pathogenic materials, with the possibility of personal injury from violent residents.
- Duties are performed both inside and outside a locked facility.
- The individual may be required to work extended hours, weekends, and be on call.

EQUIPMENT, TOOLS, AND MATERIALS

- Utilizes diagnostic and medical laboratory equipment in the performance of duties, such as stethoscope, ophthalmoscope, otoscope, microscope, centrifuge, incubator, and sterilization equipment; rubber gloves, radio, and keys required to function in a locked facility.
- Materials and products handled include various medications and medical supplies, medical and mental health forms, and office supplies.