FAMILY MEDIATOR

CLASS SUMMARY: To perform court-mandated professional mediation services with parents involved in custody and/or parenting time disputes; and to perform related duties as assigned.

SUPERVISION RECEIVED: Receives direction from the Family Mediation Program Manager.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Conducts client assessment; obtains appropriate documents; plans and implements intervention to comply with client needs.
2. Meets with clients to facilitate constructive conflict resolution; provides education and referrals to assist clients in improving family relations.
3. Writes custody and parenting time agreements and plans for clients and attorneys.
4. Completes case-related correspondence; prepares appropriate records and reports.
5. Maintains contact with attorneys and professionals relating to individual cases.
6. May address professional organizations, schools, community agencies, and other interested groups on matters pertaining to the Family Mediation Program.
7. Assists in program planning and evaluation.

Knowledge of (position requirements at entry):
- Techniques and methods of effective conflict resolution.
- Domestic relations, confidentiality laws, and the court system.
- Acceptable alternatives in custody and parenting time.

Skills in (position requirements at entry):
- Promote and facilitate conflict resolutions.
- Work effectively within limited time frames with clients of varied backgrounds.
- Effect constructive change in behavior.
- Maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require):
Master's or doctoral degree from an accredited college or university in a behavioral science, or a law degree from an accredited law school with substantial course work and/or Continuing Legal Education credits in family law.

Participation in at least 20 cases of domestic relations mediation totaling at least 100 hours, or two years of professional mediation, direct therapy/counseling experience or legal practice with domestic relations or juvenile caseloads, that otherwise satisfies the experience/training requirements for court connected domestic relations mediators.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities as required by OJD Court-Connected Mediator qualifications rules is qualifying.

**Licensing Requirements** (positions in this class may require):

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**NOTE:** These positions are represented by AFSCME Local 2831.

**Classification History:**
Demimimus change memo clarifying education and minimum experience requirements approved by County Administrator 03/11/08.
Demimimus change memo clarifying experience approved by County Administrator 01/23/07.
Demimimus change memo approved by County Administrator 01/07/05.
Demimimus change memo approved by Human Resource Director 09/13/2011.

*FLSA Status: Exempt*