

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Dependency/Delinquency Mediator

Job Code: 8525

Pay Grade: 57

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provide mediation and other alternative dispute resolution services in dependency and delinquency matters.

ESSENTIAL FUNCTIONS:

- Conducts mediation sessions for mediation referrals on dependency cases and demonstrates sensitivity to diverse family dynamics.
- Facilitates settlement conferences pursuant to Rule 53 B, *Rules of Procedure* for Juvenile Court.
- Conducts formal and informal Dispute Resolution Alternatives (DRA) sessions such as Family Group Conferencing/Family Conflict Resolution, negotiation and mediation sessions in delinquency matters.
- In dependency matters, works in close collaboration with attorneys, guardians ad litem, Child Protective Services (CPS) Case Managers and community or contracted treatment providers through avenues such as the Dependency Model Court Working Committee.
- In delinquency matters, works in close collaboration with stakeholders and other interested parties.
- Performs case preparation for referred cases.
- Provides information to the Court, public and other interested parties about the alternative dispute resolution process.
- Manages the Mediation calendar on Microsoft Outlook and the Juvenile On-Line Tracking System (JOLTS).
- Assists with the training of CPS staff, Juvenile Probation and Detention staff, and other court staff on mediation and related topics.
- Maintains data for mediation and DRA referrals and completed mediations and DRA sessions.
- Provides community awareness sessions on alternative dispute resolution programs through community outreach, education and training.
- Participates in court meetings to discuss court goals, progress and the development of programs to support court goals.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May assist with the coordination and implementation of Pre-hearing Conferences.
- Performs other duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the dynamics of conflict and conflict resolution, substance abuse, and domestic violence.
- Must have knowledge of the legal aspects of the child welfare systems, dependency and delinquency cases.
- Must have knowledge and skills with the operation of a desktop computer and Microsoft Office Software, such as Outlook, Word, and Excel.
- Must have knowledge of court organization, to include the roles of probation and detention and court protocol.
- Must have skills in mediation techniques and conflict resolution in small and large group sessions.
- Must have skills in data analysis, report writing, presenting new ideas based on data/trends, and creating new concepts.
- Must have familiarity with how cultural issues impact cases and the ability to work efficiently with capacity issues in ADR.
- Must have the ability to communicate effectively with a diversity of people, including coworkers, judges, attorneys, clients, community agencies/providers and the general public.

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university with a major in a behavioral/social science, law, or a related field and one year of mediation experience with the child welfare system, juvenile probation, court, or social services agency. OR a Bachelor's degree in behavioral/social science, law, or a related field and three years of mediation experience with the child welfare system, juvenile probation, court, or social services agency. Or any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment. Must complete of a 40-hour mediation training course after appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift up to 20 pounds.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Division Director of Children and Family Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 2/4/07

Revised: 05/31/07; 04/07/09