

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Mediator
Job Code: 8560
Pay Grade: 57
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the supervision of the Assistant Division Director of Children and Family Services, the Mediator is primarily responsible for providing specialized court-based Alternative Dispute Resolution (ADR) services for cases held at Pima County Juvenile Court.

ESSENTIAL FUNCTIONS:

- Conducts settlement conferences for the Juvenile Court.
- Conducts court-based mediation and other ADR sessions in a neutral and confidential manner to assist parties and their counsel in communicating, understanding the perspectives and positions of one another and of the needs of children; and resolving disputes in litigated cases involving high conflict, multi-party sessions. Cases generally involve abuse and neglect case issues, but may also involve legal alternatives to dependency actions, guardianship, domestic relations, termination of parental rights, emancipation, post adoption contact, delinquency and other issues.
- Develops a professional relationship with attorneys, Child Protective Services (CPS) Case Managers and community or contracted treatment providers who will participate in the sessions.
- Reviews each referred case thoroughly prior to the session, and drafts legally relevant paperwork at the conclusion of a session such as case agreements, outcome reports and court orders for the Judge assigned to the case.
- Assists with the training of CPS staff, community collaborators, court staff and support staff on ADR, conflict resolution and related topics.
- Assists with data maintenance for ADR referrals and completed sessions.
- Conducts community awareness programs through community outreach efforts, including education and training presentations.
- Serves as an information source to the court and collaborative agencies.
- Coordinates schedules, using multiple calendar tracking systems.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Participates in court leadership meetings to discuss court goals, progress and development of programs.
- Assist dependency coworkers by facilitating pre-hearing conferences as needed.
- Facilitate the "What Is A Dependency" class as needed
- Perform other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have general mediation training and knowledge of conflict resolution techniques, including management of highly emotional, high conflict situations in multi-party, multiagency cases, and the ability to des-escalate volatile situations while maintaining neutrality.
- Must have knowledge of the child dependency system, and juvenile dependency law.
- Must have some knowledge of court processes, rules, procedures and operations.
- Must have knowledge of and the ability to demonstrate sensitivity to family dynamics in situations involving substance abuse, mental illness, domestic violence and low-income.
- Must have the ability to mediate complex issues with many parties with a high degree of autonomy over the course of a full work day.
- Must have skills in managing imbalances in power during ADR sessions.
- Must have the ability to demonstrate sensitivity, to effectively communicate with clients and their extended families, court staff, community stakeholders, and the general public.
- Must have knowledge of the principles of data analysis.
- Must have skills in establishing and maintaining effective working relationships, to work under stress, and manage time-sensitive duties.
- Must have excellent writing skills and knowledge of word processing and skills in operating a computer and office equipment, and to be able to compete written ADR documents during and ADR session..

MINIMUM QUALIFICATIONS:

A Master's Degree from an accredited college or university with a major in behavioral/social science or a related field, and two years of mediation experience with the child welfare system, 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 on the day of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

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

Date: 11/22/04
Revised: 02/22/05; 5/13/2005, 07/01/05, 10/26/07, 05/08/09; 10/22/12

Approved by: _____ Date _____
Hiring Authority

Deputy Director, Human Resources Date _____

Juvenile Court Administrator Date _____