

Part-time Mediation Specialist

Effective: January 2014

Oakland Mediation Center, a non-profit volunteer based organization, is seeking a part-time Mediation Specialist. Oakland Mediation Center is a private non-profit organization that has served the community since 1989 by providing mediation services for individuals, businesses, courts, schools and agencies; 40-hour civil, domestic and advanced mediator training as well as conflict resolution, peer mediation, bullying prevention/intervention, and restorative practices in schools. OMC was established to offer mediation as an alternative to the traditional litigation system. Unlike the adversarial nature of litigation, mediation involves mutual problem solving, where the parties generate options they believe would best resolve the conflict. Visit OMC's web site at www.mediation-omc.org.

JOB SUMMARY

The part-time Mediation Specialist is responsible for the coordination of cases at various courts in Oakland County (i.e. Southfield, Waterford, Pontiac, and Rochester). The Mediation Specialist must be experienced with mediation concepts, practices, and procedures. This job requires working individually and in teams within and outside Mediation Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Case Development

- Prepares docket, mediation and reporting forms corresponding with each district court program. Reviews and checks court forms for accuracy upon completion of mediation. Assists volunteers in correctly filling out the required OMC and SCAO mediation, judgment, default, and dismissal forms.
- Assigns appropriately trained mediators to case. Tracks calls made to mediators and the responses to their availability. Rotates mediators on a regular basis to ensure they each have the opportunity to mediate.
- Mentors volunteer mediators on the facilitative mediation model by debriefing with them upon completion of each mediation session to discuss what went well and what could have been done differently. Assists the Mediation Manager with the Quality Assurance Program for mediators. Reports concerns about programs, volunteers or referral sources to the Mediation Manager.
- Reports to the district courts the disposition of each case referred, using the Mediation Status Report.
- Maintains the mediation calendar and ensures its information is updated at all times.
- Attends professional development seminars to stay current in the field of mediation. Seminars may include, but are not limited to the following: continuing education seminars held at OMC that relate to the duties of the job, Annual Intake Roundtable, Specialized Mediation Trainings and Madtrac New and Update Training.
- Confers with Mediation Manager on any issues or problems that may arise.
- Assists with case administration for Civil, Domestic and Special Education cases as needed.

QUALIFICATIONS

- High school diploma is required.
- Bachelor's degree is preferred but not required.
- 2-4 years experience in the field or in related areas is required.
- Volunteer Management experience is preferred but not required.
- **Incumbent must be very experienced in the facilitative model of mediation.**

Salary: \$13.50 per hour for 10-24 hours per week, approximately 65 per month

Please send cover letter & resume to:

Charity Burke, Mediation Manager

Oakland Mediation Center

550 Hulet Drive, Suite 102

Bloomfield Hills, MI 48302

Fax: (248) 338-0480

Email: bhanes@mediation-omc.org

Resumes will be accepted until January 31, 2014.