

Mediation Specialist

Effective: January 17, 2020

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 adversarial dispute resolution in the courts. 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 assisting the Mediation Supervisor and Mediation Manager with the District Court Mediation Programs at six District Courts in Oakland County (Southfield, Troy, Waterford, Pontiac, Hazel Park, 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 the mediation department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Opens cases, produces invoices and tracks payments.
- Reviews and checks court forms for accuracy upon completion of mediations. Assists volunteers in correctly filling out the required OMC and SCAO mediation, judgment, default, and dismissal forms.
- Inputs, tracks and updates case and volunteer contact information and mediation hours using case management software, MADTrac.
- Assists the Mediation Supervisor and Mediation Manager with the Quality Assurance Program for mediators. Reports concerns about programs, volunteers or referral sources to the Manager.
- Attends OMC events and staff meetings.
- There may be additional special projects assigned at the discretion of the Mediation Manager or the Executive Director.

QUALIFICATIONS

- High school diploma is required.
- Bachelor's degree is preferred but not required.
- Two-four years experience in the field or in a related area is required.
- Civil Mediator Training is required.
- Incumbent must be well experienced in the facilitative model of mediation.

Salary: \$13.50 to \$15.50 per hour, depending on experience, for 20-30 hours per hours per week depending on court schedules and workload.

Please send cover letter & resume to:

Charity Burke, Executive Director
Oakland Mediation Center
550 Hulet Drive, Suite 102
Bloomfield Hills, MI 48302
Fax: (248) 338-0480
Email: cburke@mediation-omc.org

Resumes will be accepted until February 7, 2020.