

# Mediation Specialist

Effective: January 19, 2022

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](http://www.mediation-omc.org) for more information.

## **JOB SUMMARY**

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The part-time Mediation Specialist is responsible for assisting with the District Court Mediation Programs at six District Courts in Oakland County (Southfield, Troy, Waterford, Pontiac, Hazel Park, and Rochester). The Mediation Specialist should 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**

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- Hosts/Co-hosts zoom mediation sessions.
- Opens cases, produces invoices and tracks payments.
- Reviews and checks court forms for accuracy upon completion of mediations. Assists 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 with the Quality Assurance Program for mediators. Reports concerns about programs, volunteers or referral sources to management.
- Attends OMC events and staff meetings.
- There may be additional special projects assigned at the discretion of management or the Executive Director.

## **QUALIFICATIONS**

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- 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 preferred.
- Civil Mediator Training will be required.
- Applicant should be well experienced in the facilitative model of mediation.

Salary: \$13.50 to \$15.50 per hour, depending on experience; 20-32 hours per week depending on court schedules and workload.

Please send cover letter & resume to:

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Oakland Mediation Center  
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Bloomfield Hills, MI 48302  
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Email: [jfitzgerald@mediation-omc.org](mailto:jfitzgerald@mediation-omc.org)

Resumes will be accepted until position is filled. .