

TITLE: Family Mediation Coordinator
REPORTS TO: Executive Director
FLSA STATUS: Hourly Employee (40 hours per week)

POSITION SUMMARY:

Coordinate the implementation of Mediation Services for Parenting Plan cases for the 24 County and 4 Tribal nations in the Nebraska Mediation Center (NMC) service area. This position will be primarily responsible for the screening, scheduling, and reviewing of parenting plans facilitated through Nebraska Mediation Center (NMC). This position will also support education and outreach related to Parenting Plan Mediation cases. This position will have a continuum of responsibilities outlined below, please note this list is not exhaustive and other responsibilities may be assigned dependent upon the employee's experiences and qualifications.

RESPONSIBILITIES AND DUTIES: (The listed responsibilities and duties include but not limited to)

- This position will ensure the timely screening, scheduling and review of parenting plans facilitated through NMC. This work will include the following tasks/responsibilities:
 - Complete initial screen of both parties mediating
 - Schedule mediation with all parties and identifying the appropriate mediator for the case
 - Schedule mediation utilizing Center approved calendaring system, include arranging Zoom link if applicable
 - Confirm session with all parties prior to scheduled mediation
 - Review Parenting Plan's submitted by affiliate mediators
 - Send reviewed plans to all parties and attorney's if applicable
 - As needed, this position will also mediate parenting plan cases to support case volume. This may include supporting apprentice mediators developing their skills.
- This position will conduct outreach and/or education on Parenting Plan Mediation for the entire NMC service area. This outreach could include but is not limited to the following areas:
 - Attend local community meetings to train/education on Parenting Plan Mediation
 - Develop marketing materials for Parenting Plan Mediation
 - Work with ED to identify key stakeholders to contact to discuss the needs of victim offender and restorative justice programs and establish potential referral source relationships.
- Additional responsibilities may include but is not limited to the following responsibilities:
 - Help support various grant reporting that supports parenting plan mediations, this may include:
 - Assisting with quarterly reporting requirements
 - Seek grant funding, administer grants identified to support parenting plan mediations
 - Assist Executive Director to provide ODR with their data reports and annual and quarterly reports
 - Conduct status review for all Parenting Plan Cases
- Keep current with trainings, reviews research and past programmatic materials developed in the field
- Develop Processes for Parenting Plan cases to ensure quality control
- Conduct Quality Assurance reviews on affiliate mediators, this may include co-mediating cases, review of caseload manager, and follow-up phone calls/interviews with mediation participants.

- Other duties as assigned.
 - Ensures that the NMC has a visible positive image throughout the service area and beyond
 - Ensures fair distribution of program opportunities are made to all 24 Nebraska Mediation Center counties and 4 sovereign Tribal Nation
 - Ensures that all Office of Dispute Resolution reports and requirements are met.

KNOWLEDGE, SKILLS, AND ABILITIES.

- The Family Mediation Coordinator will have the following knowledge, skills, and abilities needed to perform all tasks as assigned. It should be noted that is knowledge, skills, and abilities can be acquired on the job.
 - Familiarity with the principles and the practices of mediation and restorative justice.
 - Ability to facilitate mediations, facilitations, and trainings in a variety of settings
 - Ability to effectively communicate with a variety of individuals from diverse backgrounds
 - Strong oral and written communication skills
 - Ability to communicate effectively to both individuals and groups.
 - Ability to physically meet the travel demands of the Family Mediation Coordinator, including but not limited to traveling long distances, standing, or sitting for long periods of time
 - Ability to work a variety of hours including occasional evenings and weekend hours.
 - Experience in using various software programs (Microsoft Office, CANVA, etc.)
 - The ability to effectively organize activities and time

MINIMUM QUALIFICATIONS:

- High school diploma
- Valid driver's license
- Strong sense of initiative and discretion.
- Ability to manage, organize, prioritize, and complete multiple tasks.
- High energy, organized, reliable, and quality conscious work style.
- 1-2 year of general office experience.

PREFERRED QUALIFICATIONS:

- Training in Basic and Family Mediation, facilitation, and/or restorative practices. (Training in Basic/Family Mediation will be provided within first year of employment)
- Knowledge of juvenile and family court proceedings
- Associates degree in related field
- Bi-Lingual (Spanish)

SPECIAL CONSIDERATIONS:

- This position will be an hourly position. Work hours are typically 8:30am-4:30pm, however accommodations can be made. This position is primarily located within the office, but remote work can occur with prior approval of the Executive Director.
- Professional Office attire required
- Regular accounting of time

Those interested in this position should submit their cover letter, resume, and references to Michele Lueders, Executive Director at michelel@nebraskamediationcenter.com

Applicants will be reviewed upon receipt through January 12, 2025.