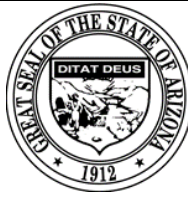


SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Family Counselor-Mediator
OCCUPATIONAL CATEGORY: Professionals
DIVISION: Superior Court
EFFECTIVE DATE: 06/24/15
REVISED: 12/6/2022



CLASS CODE: J250
FLSA: Non-Exempt
SALARY RANGE: 15
STATUS: Classified

JOB SUMMARY

Under general supervision, undertakes, performs and provides a variety of mediation, counseling, parent education and related services to parties filing a petition for assistance from the court regarding custody and parenting time.

REPORTS TO:

Superior Court Administrator or higher level of authority.

SUPERVISION EXERCISED

None

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Coordinates and provides mediation to parents, grandparents and guardians, either face-to-face sessions, telephonically, or remotely using other sources as referred by the courts and prepares written legal custody and parenting time agreements.
- Works with parties to develop a customized parent plan; serves as a neutral mediator; provides information and assistance regarding the role of mediation in the court process.
- Identifies individual and collective/mutual issues of concern; identifies and presents alternatives and variations of plan.
- Makes suggestions and proposals related to custody, parenting time, and parenting time schedules and related areas; assists participants with a variety of related issues, concerns and problems.
- Introduces and proposes alternatives to difficult situations; works with parties to resolve issues related to child care.
- Independently develops and presents written mediation agreement when successful; identifies and forwards cases unable to be mediated to court as required.
- Drafts a variety of written reports, records, logs and correspondence; updates and maintains a variety of statistical and related records.
- Prepares reports for internal and external presentation.
- Responds to inquiries made by phone, in person, mail, e-mail and other methods.
- As assigned, develops, presents and monitors regularly scheduled and ad hoc parent education classes; identifies, compiles and presents literature, brochures and other information deemed relevant to the parties attending; provides information and assistance to individuals and groups.
- Works with parents to resolve issues and concerns related to parenting time and similar issues/concerns.
- Performs other functions as assigned.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.

- Knowledge of the principles of file and records management.
- Knowledge of the principles of group dynamics and functions.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the trends and practices in counseling, mediation, parent education and related fields.
- Knowledge of community resources and services.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in dealing with potential angry, hostile and uncooperative clients.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to complex problems.
- Skill in producing written presentations and oral reports for internal and external audiences.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, litigants, jurors, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Ability to prepare and conduct parenting classes to improve communication, conflict management and co-parenting skills.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Bachelor's degree in counseling, Social Work, Sociology, Psychology, Master's degree preferred, or closely related field **AND** two (2) years of relevant, progressively responsible counseling, family counseling, mediation or closely related experience **AND** a minimum of six (6) hours of domestic violence training and six (6) hours of child abuse training **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Must complete 40 hours of mediation training.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.