



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Family Court Services Mediator

LOCATION: Circuit Courts-Family Court Services

HIRING RANGE: \$61,344-\$67,630/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *January 2023*

POSITION TITLE: Family Court Services Mediator

DEPARTMENT: Circuit Courts - Family Court Services

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Mediates custody, physical placement and move disputes; conducts custody and physical placement evaluations; provides testimony in court as an expert witness; presents parent education programs and provides intake services for the Family Court system.

ESSENTIAL FUNCTIONS:

1. Provides custody, physical placement, move, and limited financial mediation services.
2. Conducts custody and physical placement evaluations for the court. Investigates families, parents, stepparents, children, and other relevant people and makes recommendations regarding custody, physical placement, and other factors in the best interest of the child. Testifies at court hearings related to completed studies.
3. Presents parent education programs as specified in the Wisconsin Family Code and Family Court Rules.

ADDITIONAL ESSENTIAL DUTIES:

1. Presents orientation programs to parents and families.
2. Provides intake services for the Office of Family Court Services.
3. Ensures that mediation is provided in a manner that conforms to the Wisconsin Family Code and the Family Court Rules of Winnebago County.
4. Ensures that custody and physical placement evaluations are completed in a timely and professional manner.
5. Ensures that the information presented for the Parent Education Group or Partners in Parenting groups is relevant, current and understandable.
6. Ensures that clients are treated in a courteous and professional manner and provided or referred to appropriate services.
7. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Family Court Services Manager.
2. Works collaboratively with other mediators, managers and support staff.
3. Works with judges, court commissioners, guardian ad litem and attorneys.
4. Works with the public and clients.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. A Master's Degree or higher from an accredited institution of higher learning, preferably in a behavioral science or related field such as social work, psychology, or marriage and family therapy.
2. A minimum of two years of relevant work experience, including experience working with diverse populations, substance use/abuse, and mental health work.
3. Training or experience as mandated by Wisconsin Statute 767.405 (4) for family court mediators, or must receive all training required by statute within six months in the position. Winnebago County may provide such training to newly hired employees who are otherwise qualified but do not have it.
4. Completion of custody evaluation training within six months in the position. Winnebago County may provide such training to newly hired employees who are otherwise qualified but do not have it.
5. Possession of a valid Wisconsin driver's license and access to personal transportation and proof of automobile liability insurance which meets or exceeds the requirements given in the Winnebago County Travel Ordinance.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and skill in the application of theories, practices and techniques of family assessment, family therapy, child development and age appropriate responses to family separation, psychological testing, mental illness, alcohol and other substance abuse disorders, and the cycle of violence.
2. Knowledge of family law systems of paternity, marriage and divorce.
3. Knowledge of Wisconsin family law statutes, local Winnebago Court rules, and knowledge of case law relating to custody, physical placement and limited financial issues.
4. Knowledge of conflict resolution theory, problem solving techniques and conflict management.
5. Knowledge and understanding of criminal behavior, homelessness and poverty as they affect families, parents and children.

6. Ability to synthesize information gathered in a custody evaluation process and prepare a comprehensive analysis of a family system and provide recommendations to the family court based on statutory guidelines.
7. Knowledge, understanding and ability to describe services provided by the department, divorce, paternity dynamics, legal terminology, children's developmental needs, parenting plans, problem-solving and conflict resolution.
8. Knowledge of community resources and knowledge regarding accessing these resources.
9. Ability to mediate custody, physical placement, move and limited financial issues as defined by Family Court Services policy.
10. Ability to accurately draft agreements worked out by the parents during the mediation process.
11. Ability to recognize and identify causes of functional and dysfunctional behavior in adults and children.
12. Ability to prepare clear, comprehensive, timely and accurate court reports.
13. Ability to testify in court as an expert witness regarding assessments and recommendations made in the course of a custody study.
14. Significant case management skills including the ability to organize case files, schedule appointments and dictate on cases timely and keep the daily appointment calendar current.
15. Strong written and verbal communication skills, including listening skills.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier and scanner.
4. Ability to do light lifting and the moving of furniture on occasion.
5. Ability to travel to other County departments and locations.