



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY

Court & Community Mediator – Dispute Resolution Program

24-28 hours per week

Position to be filled as soon as possible

Preferred date for receiving applications is by August 23, 2019

Send cover letter and resume to: Don Han at don@ochumanrelations.org

Preferred format for applications is pdf.

GENERAL DUTIES

Under the supervision of the Program Director, provides community and court-based conflict resolution services at a variety of locations throughout the county. Responsibilities include:

- Providing intake for new mediation clients and determining whether or not cases are appropriate for mediation
- Providing presentations regarding OCHR mediation services in a variety of venues
- Consulting on programmatic procedures and policies
- Managing and mentoring volunteer mediators
- Conducting mediation and general conflict resolution skills trainings

MINIMUM QUALIFICATIONS

A BA/BS degree and experience that demonstrates the following:

- Basic 25-Hour Mediation Certification and a working knowledge of Alternative Dispute Resolution practices
- An understanding of the CA court system and case types
- Experience managing and mentoring individuals
- Strong writing skills and comfort level with technology

Ability to:

- Work with diverse groups and individuals to promote cooperative and amicable resolution of conflicts
- Deal tactfully and respectfully with sensitive issues involving divergent viewpoints and cultures
- Interface with court personnel and judicial officers in a respectful and diplomatic manner
- Work independently, be organized, and able to work on multiple tasks
- Prepare comprehensive written and oral reports

DESIRED QUALIFICATIONS

- Bilingual English/Spanish
- Experience as a trainer
- Experience in program development

EMPLOYMENT PACKAGE

- Salary Range: \$20.00-\$22.00 per hour, based on experience
- Benefits package including health, dental, 401(k), life insurance, 11 paid holidays, 9 sick days, 10 paid vacation days (to be pro-rated based on number of hours worked)

A screening of applications will determine the most qualified candidates who will be invited to an interview.

Interviews may include a short written test and/or mediation skill demonstration.

The Orange County Human Relations Council is a non-profit 501(c)3 organization. Our mission is to foster mutual understanding among residents in order to make Orange County a better place for ALL people to live, work and do business.