

ALTERNATIVE DISPUTE RESOLUTION SPECIALIST (FKA Investigator/Conciliator)

Posting Ends: Monday, August 31, 2020

Hourly Pay Range: \$27.84 - \$34.80

Hours: Full Time Employee

Location: Friend of the Court

Category: Other

Position Summary

Jackson County Friend of the Court seeks an individual familiar with domestic relations law and family counseling/casework experience to conduct investigations and make recommendations regarding custody, parenting time and support provisions in domestic relations matters. Must be able to conduct home visits, report cases of abuse/neglect, mediate domestic relations disputes, prepare reports and other written correspondence and appear in court to provide testimony when required.

Position Description

RESPONSIBILITIES:

Working under the supervision of the Program Manager, conducts investigations and makes recommendations in compliance with Michigan statutes, case law, and other requirements and directives regarding custody, parenting time, and support provisions in domestic relations matters. Conducts Facilitative and Information Gathering Conferences (FIGCS) with parental parties. Makes temporary order recommendations to the court. Essential functions include but are not limited to:

1. Reviews court and FOC files and current and prior court orders to screen for domestic violence, abuse and neglect actions, guardianship files and to determine proper jurisdiction and venue prior to the FIGCS appointments.
2. Meet with both parental parties, grandparents, and other interested third parties and minor children in an attempt to obtain information to assist the plaintiff and defendant in reaching an agreement or preparing a recommended order.
3. Conducts FIGCS and evaluates other ADR (Alternative Dispute Resolution) services to resolve matters regarding custody, parenting time arrangements, child support, medical payments, and other issues in dispute in divorce and paternity actions.
4. Researches, analyzes and remains abreast of statutes, court rules and case law related to areas of the law affecting child custody, parenting time, domicile, and support issues.
5. Researches, investigates, and responds to inquiries from clients, attorneys, employers and others regarding status of current or pending child custody and parenting time cases. Gathers records, reviews files, contacts other agencies, and conducts other research.
6. Confers with divorcing parties and others to discuss Friend of the Court procedures and policies, answer questions, and discuss issues and complaints related to domestic relations cases. May assist in informally mediating problems.
7. Mandated reporter for CPS (Child Protective Services)

QUALIFICATIONS:

Education: Bachelors Degree in counseling, social work, psychology or related area. Prefer a Masters degree in a related area.

Experience: Four to five years of casework experience, preferably dealing with family counseling. Prefer familiarity with domestic relations law.

Other Requirements: Valid Michigan Driver's License. Must have 40 hour Mediation Certification from the Michigan Judicial Institute or become certified within the first year of employment. Other accredited certification from a non-governmental course of 40 hours or more that meets the mediator training requirements established by the SCAO may be considered.

COMPENSATION & BENEFITS:

This is a pay grade L position of the AFSCME bargaining unit with excellent benefits, including health, life, disability, paid time off and holidays, following completion of a 90 calendar day probationary period.

CORE BENEFITS (Provided at no cost): \$3,000 Cash-In-Lieu of Insurance; \$30,000 Life Insurance, \$30,000 AD&D; Long-Term Disability; Wellness Benefits; Employee Assistance Program; JobSTAR Success Coaching; Paid Holidays; Paid Time Off (based on length of service); Paid bereavement leave; and Education Assistance of up to \$2,000 annually.

OPTIONAL BENEFITS (cost share required): Medical, Prescription, Dental, Vision; Optional Life Insurance for employee, spouse and dependent children; Short-Term Disability; Flexible Spending Accounts (Medical and/or Dependent Care); Consumerism Card; Legal Shield & ID Shield.

Full time employees are also offered an Employer match of up to 5% in our Defined Contribution Plan and greater than two times the employee contribution to our Retirement Health Savings Plan.

We're a great place to work and great place to live - check us out!

Join our team, our values, our purpose - Proudly serve the citizens of Jackson County:

- * Quality & Efficiency: Our employees are committed to continuous improvement and getting the most value for the public resources entrusted to them.
- * Integrity and accountability: Our employees behave in a fair and ethical manner and demonstrate a strong commitment to public services.
- * Teamwork and Community: Our employees work collaboratively with each other and the community to achieve shared goals.

To learn more, search "LIVE, WORK, PLAY JACKSON, MI" or go to <https://www.mijackson.org/31/Live-Work-Play>