

Role Descriptions

**Therapist Mediator, Independent Contractor
ROLE DESCRIPTION WORKSHEET**

Date: March 21, 2009

Department: Mediation Service Professionals

Title: Therapist-Mediator, Independent Contractor

Mission: Assist clients in finding their own resolution to family conflicts using mediator's skills, knowledge, and training. Actively participate in Peace Talks mission to maintain itself as the premier mediation firm, providing valuable, well-priced service directly to consumers while improving and contributing to the field of conflict resolution and our professional community.

Key Result Areas	Time Utilization	
	Now	Goal
1. Mediation and Report preparation	65%	
2. Post-Session Follow Up with Clients	15%	
3. Post-Session Follow Up with Co-Mediator and Peace Talks	10%	
4. Participate in Peace Talks Vision and Business Improvement	5%	
5. Training and Feedback	5%	
6. Other Duties to be Assigned		
7.		
8.		
9.		

Position Requirements

Education/Experience: California-licensed therapist (Ph.D., Psy.D., LMFT, LCSW) with at least 40 hours of mediation training (preferably family law mediation training) as well as parenting plan mediation experience and knowledge of child development issues, particularly with regard to divorce. California pre-licensed therapists with substantial mediation experience may also satisfy the education and experience requirements for this position.

Independent Contractor: This position is for an independent contractor and will involve [typically] 1-4 mediations per week (3-12 hours of mediation time) and 1-2 hours per mediation session for writing mediation summary letters (post session). Peace Talks will provide training in our mediation model. Because we're specifically seeking seasoned professionals who are looking to round out their practices, we anticipate that you will work as an IC for Peace Talks as your schedule permits. There is no minimum time commitment. You will sign a non-compete and non-disclosure of trade secrets agreement, however, so this is not a position for someone wishing to learn how to start his or her own mediation practice.

There is no requirement to generate mediation business for the firm. If you wish to do so, however, the modest compensation increases dramatically.

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Skills/Knowledge/Ability:

- Talent for the mediation process and facilitation
- Understanding child development, particularly as it relates to divorce
- Understanding of and experience dealing with emotions surrounding grief, loss, divorce, and money
- Move-aways and their developmental impact on children and parents
- Infant overnights and current research regarding pros and cons
- Ability to explain basic court procedure in custody matters

Mediation Style: Approximately mid-range between facilitative and evaluative, with ability to give guidance to clients who need it by:

- Offering suggestions;
- Reality testing options;
- Providing psychological and parenting information (not advice);
- Serving as a referral source for supporting professionals;
- Pointing out issues clients may have missed.

Mediator-administrative functions in the mediation room also include:

- Keeping track of the time remaining in the session;
- Making sure that if clients have strayed from the agenda that they have done so intentionally (keeping things on track);
- Reiterating the clients' stated goals if things get off track and maintaining the buy-in for the mediation process;
- Making sure that the product vs. process tug of war is in balance, and being transparent about it if it's not in balance;
- Holding boundaries with clients if office policies or mediation protocols are being violated or if clients are out of control;
- Preparing the bill at the end of the session and collecting the fee (or handing the collection over to the DRA). Final responsibility for collection of the fee lies with the mediators in the session.

Post-Mediation Session Tasks:

- Prepare Session Evaluation and Planning forms;
- Write and/or review mediation summary letters.

Commitment to Lifelong Learning:

- Give feedback as to training needs, trends seen among clients in mediation, and improvement of office procedures
- Case conferencing
- Attend bi-annual Peace Talks Vision Meetings
- Optional, but preferred: actively participate in professional organizations and conferences as attendee and presenter

Authority: This position reports on a day-to-day basis to the Dispute Resolution Associate for scheduling and practical needs. This position reports to the CEO for all other matters. In the mediation room, this position has complete authority to decide and to act, along with the co-mediator assigned to the case, but must keep the DRA or CEO up to date on issues, problems and client progress after session(s) is complete.

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1. Mediation	<ul style="list-style-type: none"> a. Facilitation, guiding the mediation discussion b. Providing psychological information (not advice) c. Reality testing, helping clients understand ramifications of choices d. Assisting & supporting co-mediator with discussions e. Issue spotting f. Admin functions, <i>e.g.</i>, note taking, keeping track of time during session, setting and staying with agenda, calculating client bill, etc.
2. Post-Session Follow Up with Clients	<ul style="list-style-type: none"> a. Drafting mediation summary letters b. Holding boundaries/responding to between-session client contact as appropriate c. d. e. f.
3. Pre/Post Session Follow up with Co-Mediator and Peace Talks	<ul style="list-style-type: none"> a. Completing post-session evaluation forms b. Completing post (or pre) session planning forms c. Case conferencing (as needed basis) d. Update online calendar (Airset) daily, respond to e-mail about cases and scheduling daily e. f.
4. Participate in Peace Talks Vision and Business Improvement	<ul style="list-style-type: none"> a. Provide feedback as to post-session evaluation forms and how to improve mediation skills, services offered, and overall client experience at Peace Talks b. Provide feedback as to improvements for pre and post session planning c. Attend and actively participate in bi-annual Peace Talks Vision Meetings d. Attend and participate in Peace Talks recruitment "rush" to meet new prospective mediators e. f.
5. Training and Feedback	<ul style="list-style-type: none"> a. Provide feedback as to additional training needed or desired b. Provide feedback as to Peace Talks procedures c. Provide feedback as to trends seen among clients in mediations and in mediation field d. Become/remain active in professional organizations and conferences

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	e.
	f.
6. Other Duties to be Assigned	a.
	b.
	c.
	d.
	e.
	f.