



## Circuit Court for Prince George's County Bi-Lingual Mediator (G-24)

<b>SALARY</b>	\$37.98 Hourly \$79,000.00 Annually	<b>LOCATION</b>	MD, MD
<b>JOB TYPE</b>	Full-Time (Grant Funded)	<b>JOB NUMBER</b>	19-00142
<b>DEPARTMENT</b>	Family Division	<b>OPENING DATE</b>	02/05/2024

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### Nature and Variety of Work

We are seeking a bilingual mediator to join our team. This full-time professional position in the Family Support Services Unit provides child access mediation and related services in litigated family law cases. The ideal candidate will be fluent in English and Spanish and have experience mediating child access cases in Spanish and English. Professional experience dealing with intimate partner violence, mental health, and substance abuse issues is strongly preferred. The successful candidate will be able to work in a team setting and have excellent organizational, written, and oral communication skills.

### Examples of Work

Duties include, but are not limited to, the following:

#### **Mediation Duties and Responsibilities:**

- Provide mediation in challenging child access cases, in-person and remotely.
- Prepare clear and comprehensive Parenting Plans.
- Submit final reports and dispositions within prescribed timeframes.
- Screen cases for mediation suitability, both child access and property/financial.
- Provide general information about mediation to the public, attorneys, and others.
- Consult with and respond to other court personnel, including judges and magistrates.
- Maintain and report statistical data.
- Upload dispositions and agreements to the appropriate case file as necessary.
- Cover for Mediation Administrative Assistant on accession as necessary.

#### **Additional Responsibilities:**

- Screen cases for other services (custody evaluations, psychological evaluations).
- Provide clear, accurate, and timely documentation of contacts and recommendations.
- Screen for and provide appropriate service referrals referred directly from the courtroom.
- Provide orientation for monitored transfer and supervised parenting time program
- Consult with other Unit staff on challenging cases.
- Provide limited case management services in court-ordered referrals for therapeutic and related services and document said referrals.
- Provide documentation and compliance updates to the Court as required.

## Minimum Qualifications

### Requirements:

- A Bachelor's Degree in the Social Work or other human services field
- Fluent in both English and Spanish.
- Three years' experience delivering casework, counseling, or other human services for families in transition or crisis.
- Excellent communication skills.
- Strong problem-solving skills.
- Must meet the requirements for approval as a mediator as specified in Maryland Rule 17-205(a) and Maryland Rule 9-205(c).
- Minimum of two (2) years' child access mediation experience.

### Preferred Qualifications:

- Approved court mediator with at least two (2) years of experience providing child access mediation
- Trained and experienced in providing mediation in CINA cases strongly preferred.

## Additional Information

**This position is 100% Grant-Funded with full-time benefits.**

**All applicants are subject to a background check.**

**This announcement is a continuous open announcement. All applicants will be reviewed every two (2) weeks or upon Management's request.**

The Circuit Court for Prince George's County is a drug-free workplace and an equal opportunity employer committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

**\*\*A request for ADA accommodations for interviews should be made at the time of the interview's notification.\*\***

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### **Agency**

Circuit Court for Prince George's County

### **Address**

14735 Main Street  
Room M2407  
Upper Marlboro, Maryland, 20772

### **Phone**

301-952-3708

### **Website**

<https://www.princegeorgescourts.org/>

## Bi-Lingual Mediator (G-24) Supplemental Questionnaire

### **\*QUESTION 1**

**Do you speak, read, and write fluently in English and Spanish?**

- Yes
- No

**\*QUESTION 2**

**Which of the following best describes your level of completed education?**

- Doctorate Degree (Earned)
- Doctoral Degree Candidate (Coursework Completed)
- Master's Degree
- Bachelor's Degree

**\*QUESTION 3**

**Have you completed the 40-hour Basic Mediation course?**

- Yes
- No

**\*QUESTION 4**

**Have you completed the 20-hour Custody/Access Mediation Course?**

- Yes
- No

**\*QUESTION 5**

**Describe your experience conducting mediations and the years you have served in this capacity.**

**\*QUESTION 6**

**What is your experience using technology and electronic communications platforms to conduct mediation?**

\* Required Question