



Marathon County is seeking to fill multiple positions for an independent contractor family mediator.

Mediation is a conflict resolution process where an impartial third party (the mediator) assists those in conflict to explore a mutually beneficial resolution of their dispute.

The mediator will work closely with parents in paternity and divorce filings to assist them with child custody and physical placement plans in accordance with Ch. 767 Wis. Stat.

### **Position Summary and Independent Contractor Duties**

Appointment is made in accordance with Wisconsin Statutes. These cases involve helping parents resolve custody and physical placement issues in an effort to reduce litigation.

### **Responsibilities include but are not limited to the following:**

- Provides mediation services for custody and physical placement disputes as designated under Ch. 767 Wis. Stat. This mediation does not include child support or any other financial issues.
- Conducts orientation sessions advising clients of what to expect in the family law mediation process.
- Provides a structured, confidential, non-adversarial setting to facilitate the cooperative resolution of custody and physical placement disputes.
- Facilitates mediation sessions using neutral mediation techniques to assist parties in reaching agreements.
- Utilizes knowledge of child development and family dynamics to assist parties in making decisions.
- Assists parties in developing parenting agreements that are in the best interest of children and reduces those agreements into a clear and enforceable parenting agreement.
- Interacts with courts and court community to foster confidence in and provide accurate information about custody / physical placement mediation.
- Provides a safe environment for the parents to jointly make decisions by self- determination.
- Drafts and certifies mediation agreements;
- Conducts mediation guided by the best interest of the child; terminates mediation when appropriate;
- Notifies the Court Commissioner's Judicial Assistant via the report at the conclusion of mediation of the results of mediation

- Edits and distributes mediated agreements to appropriate parties within ten (10) working days following the mediation date.
- Assigns date for parents to sign documents.
- Ensures documents are accurate and appropriately prepared and delivered accordingly
- Mediations are to take place in Marathon County, Wisconsin. Independent Contractor may be located in another community, but parties will not need to travel outside of Marathon County to perform the mediation.

**Serves on appropriate committees and attends required meetings.**

**Other duties as assigned.**

### **Success Factors**

- Strong knowledge of Ch. 767 Wis. Stat. related to mediation of family disputes and co-parenting.
- Knowledge and demonstrated skills in the application of theories, practices and techniques of mediation as applied to families with disagreements regarding custody and/or physical placement.
- Knowledge of community resources and how to utilize them effectively.
- Knowledge of the programs and functions of the family court.
- Strong interpersonal skills to deal effectively with clients, attorneys, court officials, court personnel, community resource professionals and agencies, co-workers, and County administration.
- Excellent organizational skills for efficient time management, including multi-tasking.
- Effective communication skills both written and oral.
- Ability to remain calm in dealing with individuals, who may be expressing strong emotions.

### **Independent Contractor Requirements, Education, Training & Experience**

- Bachelor's degree in one of the behavioral sciences, Master's degree or Juris Doctorate preferred.
- Must have at minimum 40 hours basic mediation training and training on the effects of domestic violence in compliance with Ch. 767 Wis. Stat.
- A combination of training and experience may also be considered.
- Excellent written, presentation and communication skills
- The ability to work with difficult situations where multiple interests/parties are involved

**Applications should include cover letter, résumé, and writing sample. Please submit to [mediation.mdr@gmail.com](mailto:mediation.mdr@gmail.com) with Marathon County Mediation in Subject Line. Questions may be directed to Michael Rust at 920-236-4925.**

**Job Type: Independent Contractor**