Job Title: Truancy Mediator

General Description:

Truancy mediation is offered to students and families as an alternative to a formal referral to Juvenile Court for habitual truancy. Truancy mediation is a process that uses the presence and skills of a mediator to assist students, parents, and schools to resolve conflict and attendance issues in a safe environment where all viewpoints can be acknowledged. The program uses a collaborative “team approach” rather than an adversarial approach to resolve the problem. Truancy mediation provides an atmosphere for the student, parents, and school to discuss the truancy problem and to come up with solutions. The mediator assists the parties to create and test the feasibility of possible solutions which can be agreed to and supported by all.

Duties and Responsibilities:

This list includes some of the duties that may be expected to perform but should not be considered to be all-inclusive:

* Follow program procedures and process outlined in the truancy mediation model and training sessions.
* Maintain confidentiality of participants information and school records.
* Maintain impartiality as mediator and establish ground rules at the beginning of each mediation session.
* Assist participants in developing a mutually decided upon and approved agreement and accurately record the agreement in writing for the participants.
* Distribute participant evaluations at the end of the mediation session.
* Communicate outcomes of conferences and debrief cases on a regular basis with program staff.

Qualifications:

* Ability to assume responsibility, honor commitments and conduct mediations as scheduled.
* Ability to communicate with students, parents and school personnel in an effort to understand their issues.
* Possess good communication and listening skills.
* Ability to maintain openness to different cultures and lifestyles and work with individuals of differing ages and backgrounds.
* Ability to communicate effectively and in a courteous and professional manner.
* Ability to maintain impartiality among persons in conflict.
* Ability to provide own transportation to and from mediation sessions.
* Ability to work independently and follow departmental and program best practices.
* Ability to receive and implement feedback from program staff.