

CENTINELA YOUTH SERVICES (CYS), INC.

A Private Nonprofit Corporation

Mediation Case Manager Position

JOB ANNOUNCEMENT

The mission of Centinela Youth Services is to strengthen families and communities by empowering youth (7-21) to resolve conflicts and overcome obstacles in order to become successful students and contributing adults. Centinela Youth Services (CYS) is a 501c3 non-profit community-based organization established in 1975.

Families Able to Resolve Situations (FARS) brings parents and teens together in a mediation effort designed to strengthen and preserve the family unit. The program targets families with youth that have exhibited behaviors such as truancy, poor grades in school, running away from home, defiant behavior, and possible drug use. Victim Offenders Restitution Services (VORS) Victim Offenders Restitution Services (VORS) assists victims of crime and first or second time juvenile offenders in working out an agreement for restitution. FARS and VORS mediations are conducted by trained volunteers and staff.

Salary & Benefits: This is a full-time position (35 - 40 hours/week) paying an hourly wage from \$14.81 to \$17.38.

Job Description:

- Contact families and victims to set-up mediations for FARS and VORS
- Conduct FARS and VORS mediations
- Maintain case files
- Coordinate with juvenile justice agencies
- Interface with Volunteer Mediators
- Attend staff and coordination meeting
- Collect, input, and report data on a monthly basis
- All other duties as assigned

Filing Date: Recruitment for this position will end March 23, 2012, or upon receipt of sufficient qualified applications. For consideration, please e-mail your resume to Whitney Cole at wcole@sbwib.org. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview.

Minimum Requirements: B.A. in Conflict Resolution, Social or Human Services, Education or a related field

One year of experience in mediation, case management, juvenile justice or social work. Must have strong oral/written communication skills and excellent interpersonal skills. Experience

and or training in basic mediation preferred. Must be proficient in MS Word and EXCEL and be willing to work an irregular schedule including evenings and weekends, as needed. Must pass a security clearance. Must have reliable transportation, auto insurance and provide proof of a valid driver's license.