Administrative Office of the Courts
Job Description

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| Job Title: | Access & Visitation Mediation Program Director | Grade:  | GS07 |
| Division: | Legal Services | Revision Date: | 4/2024 |
| POSITION SUMMARY:The Director of the Access and Visitation Mediation Program is an employee of the Administrative Office of the Courts who acts as the Administrator of the federally grant funded Access and Visitation Mediation Program. This position reports directly to the ADR Coordinator. JOB DUTIES:* Case intake, screening, and assignment including discretionary decision making about case eligibility for the program
* Document management to assure that all program documents are up to date and accurate including a periodic review and recommendations for changes
* Interaction with attorneys, litigants, mediators, judges, and court staff to provide program information and guidance
* Manage Access and Visitation Orientation and Advanced Training for program mediators
* Participate in program policy development and implementation
* Periodically attend applicable federal grant meetings
* Periodically attend and participate in educational opportunities and conferences related to the program
* Other duties as assigned

**QUALIFICATIONS:*** ***Education***
	+ Bachelor’s Degree Required, preferably in the Behavioral Science Field
* ***Experience***
	+ Relevant legal and mediation experience
	+ Relevant experience with program administration
* ***Knowledge, Skills, Abilities***
	+ Knowledge of the Arkansas court system
	+ Knowledge of the mediation process
	+ Excellent organization skills
	+ Excellent written and oral communication skills
	+ Proficient in Microsoft 365 programs
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| Last Updated By: |  |