

**Superior Court of California  
County of Solano**

**Job Announcement**

**Child Custody Recommending Counselor**

**RECRUITMENT # 2015-05**

**Pay Rate: \$80 per hour**

**CLOSING DATE: July 10, 2015 by 5:00 p.m.**

**This recruitment is to establish a list of qualified independent contractors for current and future case assignment.**

**Job Definition**

Under direction, incumbents support the court process by mediating a peaceful settlement in disputed child custody and/or visitation matters only. This classification is as an independent contractor. Persons working in this capacity are not agents, officers, or employees of the Court. Pursuant to Family Code 3183, the former title of Family Law Mediator has changed to Child Custody Recommending Counselor.

**Essential Functions (Core Competencies)** include, but are not necessarily limited to:

- Accepting cases for mediation on a referral basis through random assignments by Family Court Services;
- Being available to perform mediation services as assigned by Family Court Services;
- Interviewing parties involved in child custody and visitation matters only;
- Evaluating circumstances and conditions surrounding the controversy;
- Composing and provide recommendations/agreements/orders to the Court;
- Engaging in mediation activities, meeting with parties to reach settlements and resolve disputes;
- Summarizing the results of mediation activities and acting as expert witness for the court verbally and in writing, including resolution of disputes or recommendations for settlement;
- Drafting settlement agreement language;
- Preparing and maintaining case files, mediation reports, statistical records, and making referrals to community agencies; and
- Performing other related work as required by business needs or as assigned.

**Knowledge, Skills, and Abilities** – The successful applicant will possess the following (KSAs):

Knowledge of:

- The California Court system and the procedures used in family law cases;
- Other resources in the community to which clients can be referred to for assistance;
- Adult psychopathology and the psychology of families;
- Child development, child abuse, clinical issues relating to children, the effects of divorce on children, the effects of domestic violence on children, and child custody research sufficient to enable a counselor to assess the mental health needs of children; and
- Techniques for dealing with individuals from a variety of socio-economic ethnic and cultural backgrounds, including those who may be emotional or confrontational;

Ability to:

- Exercise discretion and maintain confidentiality of information;
- Exercise sound judgment within general policy guidelines;
- Exhibit excellent time management skills;
- Organize and manage multiple tasks;
- Write clearly and concisely; and
- Communicate effectively, verbally and in writing, and interact with clients who may be in a stressful or emotional state.

**Educational and Work Experience Requirements**

- Master's Degree in Psychology; Social Work; Marriage, Family & Child Counseling; or behavioral science substantially related to marriage and family interpersonal relationships.

AND

- At least two (2) years of experience in counseling or psychotherapy, or both, preferably in a setting related to the areas of responsibility of the family conciliation court and with a diverse socio-economic and ethnic population.

**Substitution**

Additional experience may be substituted for a portion of the education, or additional education for a portion of the experience required (Family Code § 1815.)

**Desirable Qualifications**

- LCSW, MFT, or PhD license issued in California and additional qualifying post-degree experience are highly desirable.
- Bilingual skills.

**Work Assignments**

Mediations will occur in Fairfield only.

The assignment is:

- Monday, Tuesday, Wednesday and Thursday from 8:30 a.m. to 12:00 p.m.

**Recruitment Process**

To be considered for this position, applicants are required to complete an official court application and a supplemental questionnaire. You are required to sign and date the application and the responses to the supplemental questions. **The supplemental questionnaire is attached to this job announcement.**

Applicants who are successful in the application packet-screening phase will move on to the interview phase. A panel will conduct a structured oral interview. The panel will review the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by telephone or letter of the date and location prior to scheduling for the examination.

Official application forms are available on the court's Web site, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.

**Supplemental Application**  
for  
**Child Custody Recommending Counselor**  
(Recruitment # 2015-05)

**INFORMATION AND INSTRUCTIONS**

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your experience that qualifies you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to the space provided on the page provided for each question. All responses to the supplemental questions are to be in your own handwriting. DO NOT SUBMIT A TYPEWRITTEN SUPPLEMENTAL APPLICATION PACKET.** In responding to each question, describe *your own experience*. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

The official court application must be typed or legibly printed. **The supplemental application must be completed in your own handwriting in ink. Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

**CERTIFICATION**

**I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Describe your work experience in the areas of divorce, separation, or custody issues.  
**(Respond to this question in your own handwriting. Limit your response to this question to one page.)**

2. Describe your relevant clinical experience working with persons who have problems with drugs, alcohol, child abuse, and/or domestic violence. **(Respond to this question in your own handwriting. Limit your response to this question to one page.)**

3. Describe your relevant experience conducting child custody evaluations or child assessments. **(Respond to this question in your own handwriting. Limit your response to this question to one page.)**