



**NEW YORK
PEACE
INSTITUTE**

JOB DESCRIPTION

Position: Intake Specialist, Family Programs
Part-Time (10-15 hours per week)

Reports to: Senior Manager, Family Programs

Location: 210 Joralemon Street, Brooklyn, NY 11201 & off-site in Matrimonial Court in Kings County and New York County

About Us:

New York Peace Institute (www.nypeace.org) is a nonprofit organization whose mission is to empower people to find creative and durable solutions to their disputes. As one of the country's largest community dispute resolution organizations and the New York Unified Court System's designated Community Dispute Resolution Center (CDRC) for both Manhattan and Brooklyn, New York Peace Institute provides free conflict resolution in the form of mediation, conflict coaching, restorative processes, group facilitation, and skills training to over 10,000 New Yorkers each year. We also advance the dispute resolution field by training and certifying professional mediators and teaching vital conflict resolution skills to our community members, organizations, government entities and a wide-range of additional partners.

Summary:

The New York Peace Institute Intake Specialist is responsible for conducting domestic violence screenings and mediation information sessions for matrimonial cases referred from Supreme Court. The Intake Specialist will also maintain data on those cases and facilitate relationships and interact with court personnel, including judges, court attorneys, court officers, clerks and the court social worker. The Intake Specialist may also assist in conducting intakes for other New York Peace Institute cases (outside of Supreme Court) that involve former or current intimate partners and support the Family Program Senior Manager with other programs as needed. Opportunities for professional development in the areas of mediation and conflict coaching are available.

Essential Job Functions of the Intake Specialist:

- Conducting in-person intakes and domestic violence screenings to determine whether matrimonial cases are appropriate for mediation in New York State Court;
- Communicating appropriate case disposition information to court personnel;
- Helping to prepare program status reports for management, donors and Board members;
- Supporting the Family Program Manager in maintaining relationships with the Court and judges; working with court personnel on mediation referrals; and maintaining relationships with partners;

- Inputting and maintaining case information, conducting case-closing data entry, and filing and maintaining hard copy files, as needed;
- Responding to general phone and online inquiries regarding New York Peace Institute services, and providing support to other staff members by answering client calls and inquiries, as needed;
- Attending all relevant program trainings and meetings and participating in staff-wide activities and events.

Interacts with:

- Clients
- Volunteer Mediators
- New York Peace Institute Staff & Board Members
- Court personnel
- Referral Sources
- Community Partners & Donors

Required skills:

- Must possess excellent listening and communication skills
- Ability to be empathic, creative and show initiative is essential
- Bilingual preferred: English and Spanish
- Strong interpersonal skills with an interest in our mission and passion for working with and supporting individuals
- Knowledge of computer programs (Microsoft Word, Excel and Access), databases and data entry is preferred
- Must be flexible, able to work independently within a team-based environment, and be willing to adapt responsibilities according to program needs

Application Instructions

Please send a resume and cover letter to HR@nypeace.org with the subject: Intake Specialist, Family Programs.

New York Peace Institute is an equal opportunity employer, and we are committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills.