



## **Prince Albert Metis Women's Association**

### **JOB ANNOUNCEMENT**

**Job Title:** SCHOOL MEDIATOR

**Employment:** 30 hours per week (August 15, 2025- March 31, 2026 with possibility of extension.

**Reporting to:** Program Manager, Prince Albert Métis Women's Association

**Job Summary:**

- conducting school visits to promote program services and encourage enhanced communications between school staff and program staff
- holding introductory meetings with disputing parties to educate them about the mediation process
- meeting with witnesses, disputing parties and other relevant persons in the conflict including the engagement of Elders when required
- Facilitating communications between two opposing parties in a dispute to help guide them to a mutual agreement.
- provide follow-up and monitoring of all cases to ensure compliance and completion of agreements;
- conduct community education and awareness sessions; and
- activity reports, data entry, filing and other duties as assigned

The School Mediator must have the ability to maintain confidences, exercise sound judgment and discretion and work collaboratively with others. The School Mediator shall work collaboratively with others and foster effective working relationships with clients, schools, community agencies and the general public.

**MANDATORY QUALIFICATIONS:**

- Valid Driver's license
- Criminal Records Check and Vulnerable Sector Check
- Degree in Human Justice, Social Work or Certificate with experience working with vulnerable children/youth
- The successful candidate must be a Certified Mediator in the Province of Saskatchewan, or be willing to be trained

**SALARY:**

\$20.00 - \$25.00 per hour, depending on qualifications and experience

All qualified applicants, regardless of ethnicity or gender are encouraged to apply. Please send resume and cover letter by July 15th, 2025.

**Contact:** [pamwa@sasktel.net](mailto:pamwa@sasktel.net)