



State of New Mexico  
Classification Description

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**CHILD PROTECTIVE SERVICES (CPS) FAMILY CENTERED MEDIATOR**

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***General Summary***

Facilitate family centered meetings (FCM), family group decision making (FGDM) and other facilitated meetings/staffing according to guidelines. Document efforts and plans in FACTS from staffing, other facilitations and FGDM following standard format according to type of meeting. Work collaboratively with internal and external partners to ensure the provision of quality services to achieve the goals of safety and well-being for children and families served by the Children, Youth and Families Department (CYFD).

**CPS Family Centered Mediator**

**Jobcode: SFCM23**

**Pay Band: SE**

**FLSA Status: Non-Exempt\***

***Distinguishing Characteristics***

This is the sole level of the CPS Family Centered Mediator. Incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters. Work is usually performed under general supervision. Work is frequently of some variety and incumbent may set priorities. The classification conducts family centered meeting (FCM) facilitation and provides consultation in case staffing for Child Protective Services cases.

***Recommended Education and Experience for Full Performance***

Bachelor's Degree in Social Work, Psychology, Sociology, Criminal Justice, or Guidance and Counseling, from an accredited college/university and four (4) years of any combination of experience including working with communities, working on health or social service-related matters, social work/case management experience, behavioral health and/or health care. Must possess a current license in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LBSW, LMSW, LPC, LPCC, LMHC or LMFT or eligibility for such licensure in accordance with New Mexico requirements.

***Minimum Qualifications***

Bachelor's Degree in Social Work, Guidance and Counseling, Counseling, Psychology, Sociology or Criminology from an accredited college/university and licensure in New Mexico as a Doctoral Level Psychologist, Psychologist Associate, LISW, LMSW, LPC, LPCC, LMHC or LMFT or eligibility for such licensure in accordance with New Mexico requirements OR a Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Services from an accredited college/university and two (2) years of any combination of experience including working with communities on health or social service related matters, social work/case management experience, behavioral health and/or health care. Any combination of education from an accredited college or university in a related field and/or related experience totaling six (6) years may substitute for the required education and experience.

***Essential Duties and Responsibilities\*\****

- Coordinate, participate and/or facilitate family centered meetings, FGDM, and/or multi-disciplinary meetings with families to develop appropriate case plans.
- Partner with community providers and other department service areas to assist families in enhancing their capacity to safely and to appropriately care for their children.
- Work with community providers with team decision making staffing (e.g. helping with training, technical assistance, community presentations, etc.).
- Identify and invite appropriate team members in the community to participate with family and CYFD staff.
- Help protective services worker identify areas/domains to be represented at staffing with potential resources.

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- Maintain calendar of openings for staffing and other facilitated meetings and assist Protective Services workers in scheduling needed meetings.
- Assure confidentiality and makes sure proper confidentiality documents are signed.
- Explain meeting format, rules, and processes to all participants.
- Adhere to meeting format and facilitate team through process according to meeting type.
- Enter staffing information in appropriate section of FACTS.
- Document who attended meeting, discussion from team members, observations pertinent to family's safety plan, and details of safety plan.

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**Statutory Requirements:** Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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**Established:** 10/12/2012

**Revised:** 3/28/2014, 8/24/2018, 12/1/2022, 8/10/2023

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*\* Recommended FLSA status as of the established date of the classification. Per SPO Board rule 1.7.4.14, A. Agencies are responsible for the evaluation of each employee's position and duties in order to determine their overtime status as set forth under the Fair Labor Standards Act. As described FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

*\*\* Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\*\* Supervisor must supervise two (2) or more full-time positions.*