



**Expression of Interest**  
**Registrar: Child Protection Mediation Certification**

Family Mediation Canada is inviting applications for the contract position of FMC Registrar: Child Protection Mediation Certification

**Nature of the Position:**

The Registrar will support candidates applying for certification as a Child Protection Mediator with FMC and will report directly to the Chair of the Child Protection Committee.

This is an FMC contract position working on an “as needed” basis. The successful candidate will work from their home or own office, anywhere in Canada.

**Responsibilities include:**

- Answering questions from persons interested in the certification program and giving guidance and/or information about the certification.
- Accepting and reviewing applications for certification in a timely manner to ensure that applications are complete and comply fully with FMC practice standards.
- Coordinating assessments, exams, reports, and interviews as needed.
- Maintaining candidate assessment records and reports as required.
- Providing information to candidates seeking certification upgrades or re-certification.
- Providing services related to re-certification.
- The successful candidate must be prepared to participate as a member of the Child Protection Certification Committee, in an ex-officio position. Typically, this committee meets once a month for approximately one hour.

**Qualifications:**

- Holds mediator certification for at least 5 years; and
- Knowledge and experience in the practices and principles of mentoring, training, and evaluation.

**Application Process:**

A letter addressing the qualifications listed above must be provided in writing, along with a current resume with contact information, a summary of relevant knowledge and work experience and the names and contact information for two professional references.

Applications must be received no later than 4:00 p.m. (PST) on November 25, 2021.

Applications must be sent by email to [admin@fmc.ca](mailto:admin@fmc.ca), attention **Chair, Child Protection Mediation Committee**. Applications will be acknowledged upon receipt; it is the applicant’s responsibility to ensure delivery.