



The Office of the Investigation Coordinator, a program area within OCA, was established in response to the 2011 Independent Review of the child sexual assault cases involving perpetrator, Earl Brian Bradley.<sup>1</sup> Dean Ammons was tasked with reviewing the State's policies and procedures governing child sexual abuse and exploitation and making recommendations that "foster a child protection community of collaboration and accountability to better protect Delaware's children from predators" (Executive Order No. 16). As a result of Dean Ammons' Independent Review, the Governor's Committee on the Protection of Children was established in order to address recommendations relating to multidisciplinary collaboration and coordination. In 2012, legislation was put forth, drafted by the Committee, and ultimately championed by the Child Protection Accountability Commission, creating the Office of the Investigation Coordinator (IC).

**Summary Statement:** The Office of the Investigation Coordinator (16 Del. C. § 906(c)) is required to review and monitor all reported cases of child sexual abuse, juvenile trafficking, serious physical injury, and death of a child from inception to final criminal and civil disposition. The IC reviews and analyzes these cases to ensure an appropriate and timely criminal and civil legal response. The IC seeks to ensure compliance with the Memorandum of Understanding for the MDT Response to Child Abuse and Neglect to achieve punishment for perpetrators and legal protections for victims, and conducts MDT case review meetings. In addition, the IC oversees the establishment and maintenance of an independent database case tracking system for cases within the IC purview. The IC is responsible for analyzing collected data and statistics, identifying child welfare system issues and trends, providing pertinent data to the Child Protection Accountability Commission and members of the multidisciplinary team and making recommendations for system improvement in accordance with State and Federal law. IC is also responsible for maintaining data on substance exposed infants and their families.

To support the IC in accomplishing the above duties and to ensure that every child reported to be a victim of child death, serious physical injury or sexual abuse has a coordinated multidisciplinary team (MDT) response, this independent contractor will assist the IC team as follows:

- Provide a timely review and analysis of victims of child sexual abuse, sex trafficking, death and serious physical injury;
  - Ensure timely and accurate documentation and maintenance of child victim case information in OCA's Case Management System (Apricot);
  - Utilize available information systems, such as DSCYF's database (FOCUS) and the Delaware Criminal Justice Information System (DELJIS) to monitor cases until final criminal and civil disposition;
  - Coordinate the multidisciplinary response to child abuse cases as required by Delaware's MDT Memorandum of Understanding;
  - Examine and address multidisciplinary compliance with departmental policies and procedures and state and federal rules and regulations;
  - Analyze collected data on child victims and make recommendations to IC for change;
  - Advocate for individual child victims when system breakdowns occur;
  - Coordinate, facilitate and participate in the Standard and Special MDT Case Review Meetings statewide;
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- Prepare and distribute IC Referrals to the MDT members for cases of serious physical injury, death, drug ingestions and juvenile trafficking and schedule MDT Meetings for each within 48-72 hours;
- Assist with reviewing and entering data pertaining to substance exposed infants and their families;
- Make reports to the Division of Professional Regulation when there are allegations of child abuse against a professional in Delaware;
- Participate in various child welfare committees and meetings.

**Preferred Qualification:** Applicants who do not possess the preferred qualification will still be eligible to compete for this position if job requirements are met.

1. Experience working with Delaware’s child welfare system.
2. Experience working with law enforcement agencies.
3. Ability to establish and maintain effective working relationships with representatives from other agencies, organizations and associates.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor’s Degree.
2. Experience in interpreting laws, rules, regulations, standards, policies and procedures.
3. Knowledge of casework principles and practices.
4. Experience in effectively analyzing large volumes of data.
5. Knowledge of making recommendations for continuation or changes to operations, programs, services, policies or procedures based on data findings.
6. Ability to prepare reports and maintain accurate records.
7. Ability to communicate courteously and effectively, both verbally and in writing.
8. Possession of a valid Delaware Class D driver’s license or its equivalent.

**Special Requirement:** Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification and a Child Protection Registry check.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@delaware.gov](mailto:apps.aoc@delaware.gov) (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources

3. Mail your application to:  
Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801-3700

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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