



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

Posting #AOC0919N24  
**CONTRACT POSITION**

**MDT Case Coordinator – New Castle County**

Opening Date: 09/20/2024

Closing Date: 10/03/2024

Contract Amount based on hours/experience: \$20.00-\$30.00 per hour

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**A. Summary Statement**

The Office of the Child Advocate (OCA) is an agency within the judicial branch, charged with safeguarding the welfare of Delaware’s children. It accomplishes this mission through advocacy, education, collaboration, and evaluation with a vision of safe and resilient children with supportive families. OCA’s Legal Services Division represents approximately 600 children that are experiencing foster care through appointment of Child Attorneys and Court Appointed Special Advocates with support from Program Coordinators. OCA’s Office of the Investigation Coordinator (IC) monitors over 1,500 serious child abuse and juvenile trafficking cases and leads the multidisciplinary team case reviews. OCA’s Policy and Training Division provides intensive reviews of serious child abuse cases, manages youth advancement programs, coordinates child welfare trainings, generates child welfare data and staffs the Child Protection Accountability Commission (CPAC). Administrative support is provided to all divisions through leadership, managers, and support staff.

The mission of the **Office of the Investigation Coordinator** is to foster a multidisciplinary team response pursuant to the Memorandum of Understanding for the MDT Response to Child Abuse and Neglect to achieve legal protections for child victims and punishment for perpetrators. To that end, the IC Office oversees the establishment and maintenance of an independent database for cases within the IC purview and also reviews and

maintains data on infants with prenatal substance exposure and their families. With support from the OCA data team, the IC Office 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.

## **B. Essential Functions**

- Provide a timely review and analysis of child sexual abuse, sex trafficking, death, drug ingestion, and serious physical injury cases.
- Ensure timely and accurate documentation and maintenance of child victim case information in OCA's Case Management System (Apricot).
- Utilize available systems, such as DSCYF's database (FOCUS) and the Delaware Criminal Justice Information System (DELJIS) to monitor cases until final criminal and civil disposition.
- Examine and address multidisciplinary compliance with departmental policies and procedures, as well as state and federal regulations.
- Analyze collected data on child victims and make recommendations to the IC and Deputy IC for changes.
- Advocate for individual child victims when system breakdowns occur.
- Assist in reviewing and entering data pertaining to substance exposed infants and their families.

## **C. Job Requirements**

- Possession of a Bachelor's degree is preferred, but not required.
- Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
- Knowledge of casework principles and practices.
- Experience in effectively analyzing large volumes of data and entering said data.
- Knowledge of making recommendations for continuation or changes to operations, programs, services, polices, or procedures based on data findings.
- Ability to prepare reports and maintain accurate records.
- Ability to communicate courteously and effectively with internal and external MDT partners, both verbally and in writing.
- Possession of a valid Delaware Class D Driver's license or its equivalent.

## **D. Additional Posting Information**

Contract rate will vary based on the MDT Coordinator's qualifications (i.e. experience and level of education). This contract will provide for 37.5 hours per week with a rate of \$20 to \$30 per hour. The contract is available starting November 1, 2024 and will extend through February 28, 2025. This is a contractual position and is not eligible for the state benefits package.

This is a unique chance to make a tangible difference in the lives of children while gaining invaluable communications, event planning and training development experience. Join us at the Office of the Child Advocate and be a part of a dedicated team committed to improving the lives of Delaware's children.

## **E. Conditions of Hire**

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

## **F. How to apply**

Interested individuals should submit a cover letter and resume by any of the formats listed below:

1. Send your cover letter and resume as an email attachment with the words "MDT Contract Specialist" in the subject line to [apps.aoc@delaware.gov](mailto:apps.aoc@delaware.gov) (preferred)
2. Fax your cover letter and resume to (302) 255-2482, Attention: Human Resources;
3. Mail your cover letter and resume to: Shawnta Jackson, Administrative Office of the Courts, 405 N. King Street, Suite 507, Wilmington, DE 19801.