



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Posting #AOC1015N24
Contract Position

Mental Health Consultant

Opening Date: October 15, 2024

Closing Date: November 5, 2024

Contract Amount: Contract rate is \$81.25/hour. This is a 10-month grant funded position that ends September 2025.

Location: Leonard L. Williams Justice Center, Wilmington, DE

Summary Statement:

The Administrative Office of the Courts (“AOC”) is an agency within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The AOC is the recipient of grant funding through the Delaware Criminal Justice Council, funded through the U.S. Department of Justice, Bureau of Justice Assistance. The goal of this grant is to partner with a consultant with expertise in mental health and the criminal justice system to: identify existing gaps in court programs offered to justice involved individuals, provide training to judicial officers and court staff, and support the judicial well-being committee by identifying resources responsive to mental health issues associated with those working in the judicial system.

This contract will provide for the services of one consultant on a part-time basis, over a 10-month period. The federally approved hourly rate is \$81.25/hour. Consultants may request a different hourly rate but must justify the reasons for a different rate based on qualification or experience working with the criminal justice system in their letter of interest.

Under the supervision of the AOC, the Consultant will help assess the courts, gather data on existing programs, identify resources and gaps across the Sequential Intercept Model, make recommendation to fill gaps; identify and provide specific training related to mental health, trauma-informed care to staff, and help provide resources to staff and community; engage with local treatment providers to help enhance relationships across systems and agencies; provide accurate reporting to the AOC for grant purposes. This is a state-wide position, must be able to work on-site, as well as the ability to travel.

Essential Skills and Qualifications:

1. Possess a Bachelor's degree in Psychology, Mental Health, Social Work, or related field. A Master's degree or higher is preferred.
2. Demonstrate a minimum of 10 to 12 years of relevant work experience.
3. Experience reviewing, synthesizing, and presenting information.
4. Experience in providing trainings and building curriculums.
5. Ability to communicate clearly, effectively, and respectfully in all modes of communication with a variety of partners (community members, court staff, judicial officers).

Preferred Skills:

1. Experience in project management including planning, stakeholder engagement, statistical analysis, and managing project deliverables.
2. Experience in working with those involved in the criminal justice system.
3. Specialization in a field such as trauma informed care.
4. Familiarity with the [SAMHSA Sequential Intercept Model](#)
5. Familiarity with the [National Judicial Task Force to Examine State Courts' Response to Mental Illness](#) report
6. Bilingual skills are preferred, but not mandatory.

Conditions of Contract:

- A satisfactory criminal background check is required. Having a record is not an automatic disqualification.
- Direct deposit of paychecks is required.

Submitting required documents:

Interested individuals should submit a **letter of interest and resume no later than November 5, 2024** by any one of the formats listed below prior to the closing date of this announcement

1. Send your letter of interest and resume as an email attachment with the words "MH Consultant" in the subject line to Apps.AOC@delaware.gov (**preferred method**).
2. Fax your letter of interest and resume to (302) 255-2217, Attention: Human Resources.
3. Mail your letter of interest and resume to:
Administrative Office of the Courts
The Renaissance Center
405 N. King Street, Suite 507
Wilmington, DE 19801

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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