



FAMILY COURT OF THE STATE OF DELAWARE

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GEORGETOWN, DE 19947

MICHAEL K. NEWELL
CHIEF JUDGE

POSTING and SUMMARY

Protection from Abuse (PFA) Child-Related Relief Facilitator Contract Position

Opening Date: March 10, 2025

Closing Date: Until Filled

Contract Details: This is an independent contractor position with a pay range between \$55-\$65/hour. The position has flexibility in the number of hours and location, with part-time, hybrid, and non-traditional hours available for the right candidate. The position is not eligible for state benefits.

Location: New Castle County

Summary Statement:

Delaware Family Court issues Protection from Abuse (PFA) orders, which frequently prohibit contact between parties with children. Utilizing a voluntary shuttle negotiation process, the PFA Child-Related Relief Facilitator will work with litigants who have a PFA order (either by consent or after a hearing) to help parties establish safe and appropriate custody or visitation arrangements. The Facilitator will help litigants reach consensus, when appropriate, and create supplemental agreements of what will be most successful and safe for the family. This position will ensure that both parties are aware of the agreed upon expectations, and the services available to them. It is the hope that with the assistance of the Facilitator, an agreement is put into place, when appropriate, that both parties are able to follow safely and consistently. This position is located in New Castle County as part of a pilot project.

Job Description:

1. The Facilitator will provide assistance in child custody and visitation relief for parents (hereinafter referred to as litigants) within PFA orders, including preparing written parenting plans agreed to by the litigants as appropriate.
2. The Facilitator will provide general assistance to PFA litigants with regards to navigating the court system, including providing information about the

Delaware Family Visitation Centers, advocacy and legal services, and any other necessary services as litigants require.

3. The Facilitator will screen clients individually for impediments to the facilitation process that may affect their participation in the process, according to a set forth screening protocol.
4. The Facilitator will provide litigants with appropriate and available resources, information, and referrals to social services agencies, supervised visitation and neutral exchange sites, and other entities.
5. The Facilitator will conduct discussions with the litigants with neutrality and with the goal of helping them to create safe, mutually agreed parenting agreements, when appropriate.

Job Requirements:

1. Possession of a Bachelor's degree in Social Work, Psychology, Counseling, or Conflict Resolution, or in a related field, or direct experience with mediation, or social work. Advanced degree in Social Work, Psychology, Counseling, Conflict Resolution or a Juris Doctorate degree is preferred.
2. Understanding of, or familiarity with, the Family Court and the dynamics of domestic violence is preferred.
3. Experience working with judges, attorneys, domestic violence advocates is preferred.
4. Knowledge, skills, or experience in mediation or conflict resolution is preferred.
5. Experience working with families or individuals in crisis is preferred.

Job Responsibilities of the Facilitator include, but are not limited to:

1. Attend the PFA case review calendars and trial calendars in New Castle County to be available for litigants needing assistance with child custody or visitation relief.
2. Facilitate child-related relief agreements between the parties utilizing shuttle negotiation, which may require more than one session.
3. Explain to all litigants the parameters of the child-related relief facilitation process.
4. Explain the scope and confidentiality of the child-related relief facilitation process, and any applicable exceptions to confidentiality; explain that the facilitation process is voluntary.
5. Complete all case paperwork as directed, and in a timely manner.
6. Provide educational assistance and written materials for the litigants regarding the remedies available and allowable.

7. Keep a record of cases and types of reliefs and referrals made for each case for purposes of data reporting.
8. Assist in the creation of policies and written materials.

Job Policies:

1. Complete the onboarding process for Family Court, which includes FAMIS and DELJIS training and access, as well as acceptance of terms and agreement of use.
2. Complete court-approved domestic violence training and mediation training.
3. Abide by all policies and procedures and all rules and regulations as set forth by the Family Court for the State of Delaware.

Submitting Required Documents:

Interested individuals should submit **a letter of interest and resume**, 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 "PFA Child-Related Relief Facilitator" in the subject line to fc_apps@delaware.gov (**preferred method**); or
2. Fax your letter of interest and resume to **(302) 255-2202**, Attention: Human Resources; or
3. Mail your letter of interest and resume to:

Family Court of Delaware
Human Resources
Leonard L. Williams Justice Center
500 N. King Street, Suite 3500
Wilmington, DE 19801
4. For questions, please contact Family Court Human Resources at: (302) 255-0070.

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.
- The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.