



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
**(This position is exempt from the State of Delaware Merit Rules
and the Judicial Branch Personnel Rules)**

Posting #AOC1102N19

CASA Program Coordinator
(Casual/Seasonal – Not to Exceed 29.5 hours/week)

Opening Date: November 7, 2019 **Closing Date:** November 21, 2019
Salary: \$25.00 – \$30.00 per hour*
Recruiting For: Office of the Child Advocate, CASA Program
Location: New Castle County (City of Wilmington, Delaware)
(Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement:

The Office of the Child Advocate (OCA) is a non-judicial state agency charged with safeguarding the welfare of Delaware's children. OCA fulfills this charge by providing legal representation for dependent, neglected, and abused children in civil Family Court proceedings; engaging in legislative advocacy; collaborating with child welfare system partners to evaluate the effectiveness of the child protection system and to make recommendations for changes to policies and procedures; developing and providing quality training to OCA's volunteer attorneys and the child protection system as a whole; and participating in the community to increase public awareness of OCA. It has 25 full-time employees, six casual/seasonal employees, and eleven contractors. OCA operates with this staff out of all three counties. The CASA program is housed within OCA.

The purpose of the CASA Program is to serve as a voice for Delaware's abused and neglected children through skilled volunteers, community collaboration and quality representation instilling a need for permanent relationships that will build healthy and resilient children. The CASA Program provides carefully selected, thoroughly trained, and responsibly supervised skilled volunteers to work in conjunction with the quality representation of a child. The Delaware

CASA Program is a member in good standing of the National CASA Association and operates in accordance with established national standards and state law. 29 Del. C., Ch. 90A.

Currently there are approximately 600 children in the custody of the State of Delaware. Each of these children are provided a Child Attorney. Those attorneys are provided in a variety of ways. OCA has four Deputy Child Advocates and a Chief of Legal Services all of whom represent children statewide. Currently, those full time attorneys represent about 100 children. OCA is provided funding for six full-time Contract Child Attorneys (and employs seven as there are two part-time contracts) that provide representation to another 290 children. The remaining children are represented by volunteer attorneys from the Delaware legal community who are trained and supervised by OCA's Chief of Legal Services. This group of attorneys and CASA volunteers also represent 30 youth on extended jurisdiction. For the 290 children represented by contract Child Attorneys, the children also benefit from a CASA. The OCA currently boasts 214 CASA volunteers statewide.

Under the direction of the CASA Program Director, a CASA Program Coordinator provides supervision to the community volunteers (CASA Volunteers) who need significant guidance and support to assist the Child Attorneys in Family Court to ensure the best interests of the child are represented. They help to recruit volunteers, and then supervise the CASA Volunteers by providing training, resources, expertise and regular guidance. The Coordinator assists with scheduling and conducting client visits; assisting the CASA Volunteer in providing legal testimony for court proceedings as necessary; acquiring, summarizing, and compiling voluminous records from various agencies through the discovery process; scheduling and attending witness interviews; attending and supporting the volunteer at team meetings, IEP meetings, and other multidisciplinary meetings; coordinating with the Child Attorneys; preparing reports for the Court; resolving conflicts; and generally making sure the CASA Volunteer is complying with all laws and appropriately discharging his or her duties. The CASA Program Coordinator may also assist in quality assurance statistics and data involving the volunteers, the Child Attorney and the CASA Program, as well as representing the best interests of children in policy meetings and training programs with professionals in the child welfare system. The New Castle County Casual/Seasonal CASA Program Coordinator position will supervise approximately 24 CASA volunteers and approximately 35-40 children at any given point in time. The position will begin to assist OCA in teaming volunteer attorneys with CASAs and CASA Coordinators.

Preferred Qualifications: Please address the preferred qualifications separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualifications will still be eligible for consideration for this position if minimum qualifications are met.

1. Experience participating in policy meetings.
2. Experience developing and presenting trainings.
3. Experience utilizing Excel and Power Point.
4. Experience working with Delaware Family Court.

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.

1. Possession of a Bachelor’s Degree.
2. Experience in working with volunteers, professionals or community advocates.
3. Experience in health or human services work such as applying theories, principles, laws, and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities.
4. Knowledge of interviewing to obtain facts, exploring issues, and identifying courses of action.
5. Knowledge of child welfare or social services case management - experience within the State of Delaware’s child welfare system preferred.
6. Knowledge of legal support work such as maintaining case files, reviewing and filing legal/court documents, and assisting legal staff at court proceedings to gather information, and various other discovery methods. Knowledge of Family Court child welfare proceedings preferred.
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.
- A satisfactory Child Protection Registry 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 review the complete job announcement, then 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 (**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.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**