



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 #AOC1103N19

**YOUTH IN TRANSITION COORDINATOR**  
(Casual/seasonal – not to exceed 29.5 hours per 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

**Location:**                    New Castle County (City of Wilmington, Delaware)  
(Please check this location on your application)

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

**Background:** The Office of the Child Advocate (OCA) is a non-judicial state agency charged with safeguarding the welfare of Delaware's children. It has 25 full-time employees, six casual/seasonal employees and eleven contractors. OCA operates out of all three counties, representing approximately 600 children in DSCYF custody through its attorneys and Court Appointed Special Advocate program. It also monitors over 1,500 serious child abuse cases through its Office of the Investigation Coordinator (IC), and provides intensive reviews of children who have died or almost died from abuse or neglect through its Child Abuse and Neglect (CAN) Panel. It provides staffing to the Child Protection Accountability Commission (CPAC) and its numerous committees and workgroups. Finally, it manages, generates and analyzes data for the entire child welfare system.

**Summary Statement:** In the FY19 Budget, OCA and CPAC were tasked with the responsibility of administering the Ivyane Davis Memorial Scholarship Fund, a fund established to provide scholarships for post-secondary education to Delaware youth who experienced foster care. OCA, on CPAC's behalf, will also administer the federal Chafee Education and Training Vouchers (ETV) Program, which is a federal funding resource for scholarships.

To support OCA in accomplishing its duties, the Youth in Transition Coordinator will perform such tasks as:

- Developing and administering the scholarship application process for the Ivyane Davis Memorial Scholarship Fund and Chafee ETV Program;
- Working directly with students to complete the application together with all needed documentation;
- Assisting students with their Free Application for Federal Student Aid (FAFSA) and all other aspects of the college or trade school application process;
- Preparing and issuing award letters;
- Maintaining regular contact and oversight during the academic year and monitoring student progress throughout the school year;
- Staffing the Scholarship Committee, which will review the applications, conduct student interviews, and select the award recipients at least annually based on the established eligibility criteria;
- Collaborating with Independent Living Providers, who support youth, ages 14 and older, in out-of-home placement, to promote the scholarship opportunities and college and trade school readiness, and to coordinate the requests from students;
- Coordinating with the educational institutions attended by the students regarding payment and academic progress;
- Maintaining a comprehensive database of the allocations and outcomes;
- Working with the Administrative Office of the Courts to ensure the timely release of award checks to a variety of institutions and providers;
- Developing policy and procedure and preparing reports related to the scholarship activities;
- Proposing changes to the State regulations regarding these scholarship funds;
- Understanding how federal grants operate in order to comply with the federal Chafee requirements; and
- Assisting OCA with managing its other federal grants.

**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 or experience demonstrating competence in each of the following areas:

- Possession of a Bachelor’s Degree.
- Knowledge of instructing, tutoring, or mentoring individuals or groups.
- Knowledge of interviewing to obtain facts, exploring issues, and identifying courses of action.
- Experience in establishing and maintaining effective professional relationships with individuals and community agencies.
- Experience working directly with youth or vulnerable populations.
- Experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures; resolving deficiencies; interpreting information; and tracking and monitoring activities.
- Experience in using standard computer software programs for word processing, spreadsheets, or databases.
- Ability to communicate courteously and effectively, both verbally and in writing.
- 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 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.

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