



DELAWARE JUDICIARY

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ADMINISTRATIVE OFFICE OF THE COURTS

**Independent Contractor Position
(Individual will not be a State of Delaware Employee,
not to exceed 35 hours per week)**

Posting #AOC0201N21

TRAINING SPECIALIST

Opening Date: February 12, 2021

Closing Date: Until Filled

Contract Rate: \$25-\$30 per hour

Recruiting For: Office of the Child Advocate

Location: New Castle County, City of Wilmington

Summary Statement: The Office of the Child Advocate (OCA) is a State agency, housed within the judicial branch, charged with safeguarding the welfare of Delaware’s children. It has 25 full-time employees, six casual/seasonal employees and twelve contractors. OCA operates out of all three counties, representing approximately 600 children in or who have aged out of 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 manages post-secondary scholarships for youth who have experienced foster care. 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.

Essential Functions: This independent contractor position will support the work of CPAC by accomplishing such tasks as developing new online and in-person/virtual training programs and curricula; reviewing and updating existing online and in-person/virtual training programs and curricula; coordinating with agency personnel, community/professional organizations, and other providers to develop training programs and curricula; utilizing CPAC’s e-learning software to develop online training programs and curricula; administering CPAC’s learning management

system to support online learners, deliver online training programs and track attendance; planning and coordinating in-person/virtual training programs and the biennial conference; presenting in-person/virtual training programs to community/professional organizations; collecting and evaluating data from online, in-person and virtual training programs; providing recommendations regarding training needs and the effectiveness of training resources; and designing social media posts, website content, newsletters, brochures and annual reports.

Job Requirements: Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's Degree in a relevant field, such as instructional design, social or behavioral sciences or training and development fields.
2. At least one year experience presenting training or education courses using a variety of training methods such as lecture, e-learning, structured exercises, role play or group discussion as well as the use of training materials such as overheads, PowerPoint, handouts or videos.
3. Six months experience in preparing and developing training or education courses which includes designing learning objectives, curricula and materials.
4. Knowledge of developing and analyzing training needs assessments at the individual, job or organizational level.
5. Knowledge of e-learning software (e.g., Articulate) and learning management systems.

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.
- 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
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