



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Posting #AOC1007S26
Contract Position

Contract Training Specialist

Opening Date: October 9, 2026

Closing Date: October 23, 2026

Salary: Hourly rate \$30-\$34

Weekly Hours: 20-25 hours per week

Contract Term: November 1, 2026 – September 30, 2027

Recruiting For: Office of the Child Advocate

Location: 900 King Street, Suite 350, Wilmington, DE 19801; 445 S. Governors Ave, Dover, DE 19904; 100 East Market Street, Suite 3100, Georgetown, DE 19947

Summary Statement:

The Office of the Child Advocate (OCA) is an agency within the judicial branch, charged with safeguarding the welfare of Delaware's children. It accomplishes this mission through advocacy, education, collaboration, and evaluation with a vision of safe and resilient children with supportive families. OCA's Legal Services Division represents approximately 600 children that are experiencing foster care through appointments of Child Attorneys and Court Appointed Special Advocates with support from Program Coordinators. OCA's Office of the Investigation Coordinator (IC) monitors over 1,500 serious child abuse and juvenile trafficking cases and leads multidisciplinary team case reviews. OCA's Policy and Training Division provides intensive reviews of serious child abuse cases, manages youth advancement programs, coordinates child welfare training, generates child welfare data and staffs the Child Protection Accountability Commission (CPAC). Administrative support is provided to all divisions through leadership, managers, and support staff.

OCA's Policy and Training Division provides intensive reviews of serious child abuse cases, manages youth advancement programs, coordinates child welfare training, generates child welfare data, and staffs the Child Protection Accountability Commission (CPAC). The Training Unit is responsible for developing and delivering high-quality training for Delaware's child welfare system. Additionally, it manages OCA's social media, coordinates the Protecting

Delaware's Children Conference and Child Abuse Prevention Month, and supports CPAC's initiatives to prevent child poisoning from drug ingestion. The Training Specialist will provide essential support to the Office of the Child Advocate's (OCA) Training Unit and the Child Protection Accountability Commission (CPAC) by developing, reviewing, and updating online, in-person, and virtual training programs and curricula. Responsibilities also include coordinating training efforts with agency personnel and community/professional organizations; presenting training sessions; utilizing and managing e-learning platforms; evaluating training effectiveness and recommending improvements; creating communications materials such as social media posts, web content, newsletters, brochures, and annual reports; responding to public and media inquiries; assisting with website management; promoting CPAC outreach campaigns; managing users of the online learning management system; assisting with logistical planning for events such as Child Abuse Prevention Month and the Protecting Delaware's Children Conference; and attending child welfare policy meetings. This independent contractor position requires approximately 20-25 hours per week, offering a flexible work environment focused on child welfare advocacy, education, and training.

Essential Skills and Qualifications:

The Training Specialist will support the Office of the Child Advocate Training Unit and Child Protection Accountability Commission (CPAC) in the development, delivery, evaluation, and continuous improvement of multidisciplinary child welfare training. Responsibilities will include:

- Develop, update, and deliver professional training on child abuse and neglect, mandatory reporting, multidisciplinary response, child sexual abuse, juvenile trafficking, drug ingestions, and other emerging child welfare topics.
- Develop and revise curricula, PowerPoint presentations, facilitator guides, participant materials, case scenarios, and other training resources consistent with Delaware law, policy, protocol, and best practice.
- Support the development, implementation, and ongoing review of Erin's Law and Gavin's Law prevention education programming, including curriculum alignment, training resources, and coordination with education and child protection partners to promote consistent statewide implementation.
- Deliver training to multidisciplinary professionals, including child welfare agencies, educators, medical providers, attorneys, victim service professionals, and other mandated reporters.
- Support Delaware's mandatory reporting and multidisciplinary training initiatives, including training related to the MDT Memorandum of Understanding and coordinated child abuse response.
- Develop and maintain web-based and e-learning content and utilize adult learning principles and varied instructional methods to support effective professional development.
- Review training evaluations, participant feedback, case-review findings, and system trends to identify training needs and recommend improvements to curricula and statewide training initiatives.

- Collaborate with OCA staff, CPAC committees and workgroups, state agencies, subject-matter experts, law enforcement and community partners to support statewide training, conferences, and other professional development initiatives.

Contract rate will vary based on qualifications (i.e. experience and level of education). This contract will provide for 20-25 per week with a rate of \$30 to \$34 per hour. The contract is available starting November 1, 2026, and will extend through September 30th, 2027. This is a contractual position and is not eligible for the state benefits package.

Job Requirements:

- Bachelor's degree in social work, education, criminal justice, psychology, human services, or a related field is preferred; relevant professional experience may substitute for formal education.
- Experience developing and delivering professional training using adult learning principles and a variety of instructional methods, including in-person, virtual, and interactive learning.
- Experience developing or revising curricula, presentations, learning objectives, facilitator materials, and other professional training resources.
- Knowledge of child welfare, child abuse and neglect, mandatory reporting, prevention education, multidisciplinary child protection practice, or related human services systems is strongly preferred.
- Strong written, verbal, presentation, and technology skills, including proficiency with PowerPoint and familiarity with e-learning platforms and learning management systems; experience with Articulate is preferred.

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.

How to Apply:

Interested individuals should submit a **letter of interest and resume** by any one of the formats listed below. Resumes and letters of interest will be accepted on a rolling basis until the position is filled.

1. Send your letter of interest and resume as an e-mail attachment with the words "Contract Training Specialist" in the e-mail's subject line to: apps.aoc@delaware.gov
2. Mail your application to:

Administrative Office of the Courts
Attn: Human Resources
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801

3. Fax your application to: (302) 255-2482, Attention: Human Resources.

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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