

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: September 18, 2019

Closing Date: September 26, 2019

**CASUAL/SEASONAL Social Worker
Family Division, Juvenile Delinquency and Truancy Unit
New Castle County**

Job Responsibilities and Duties: This Casual/Seasonal Social Worker will provide direct, trauma informed social work services to victims and witnesses in felony cases in the Family Division. This Social Worker will work closely with the Juvenile Delinquency and Truancy Unit to assist with the resolution of victim cases in Family Court. Specific duties include notifying victims and witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts and identify individual needs; assisting with the prosecution of cases by educating victims/witnesses about the criminal justice process and the Victim Bill of Rights insofar as victim input and participation. Other duties include occasionally accompanying victims/witnesses to court dates and meetings, making referrals to outside agencies, preparing and maintaining documentation of various victim contact along with completing statistical reports as required.

Minimum Qualifications:

Bachelor's degree in a Human Services related field and two years of human services experience; **or**

Associate's degree in a Human Services related field and three years of experience as a Victim Service Specialist with DOJ

Knowledge of the criminal justice system

Ability to interview and counsel

Desired Qualification: Bi-Lingual in Spanish and English is desired, but not required.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866.
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