

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: September 5, 2019**

**Closing Date: September 13, 2019**

**SOCIAL WORKER  
Criminal Division, Felony Screening Unit  
New Castle County**

**Job Responsibilities and Duties:** This Social Worker will provide direct, trauma informed social work services to victims and witnesses in felony cases in the Criminal Division. This Social Worker will work closely with the Felony Screening Unit Staff to assist with the resolution of victim cases primarily scheduled for preliminary hearings in the Court of Common Pleas. 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 VSS with DOJ

Knowledge of the criminal justice system

Ability to interview and counsel

**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, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**