

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 20, 2023

Closing Date: February 1, 2023

Victim Service Specialist

**Family Division
New Castle County**

Job Responsibilities and Duties: This Victim Service Specialist (“VSS”) will be assigned to the Human Trafficking and Juvenile Delinquency Units, in the Family Division in New Castle County. This VSS will provide professional social work services, both assisting Deputy Attorneys General and working directly with victims whose cases fall under the jurisdiction of the Superior Court, Family Court, or the Court of Common Pleas. The cases this position will handle specifically involve victims of human trafficking, sex offenses, domestic violence offenses, as well as other criminal offenses committed by juvenile offenders. Specific duties will focus on working with prosecutors to notify victims and witnesses of the criminal case status, court dates and results of hearings, interviewing victims/witnesses to ascertain case facts and identifying the individual needs of the victim. Additionally, the VSS will assist with the prosecution of cases by educating the victims/witnesses about the criminal justice process and preparing them for trial, as well as making referrals through the use of community resources related to the specific needs of victims of human trafficking, sex offenses, and domestic violence. The Human Trafficking Unit is a statewide unit, so there is a requirement to occasionally travel to Kent or Sussex County for a meeting with a victim or for trial. The ideal candidate will possess working knowledge of victim-based resources through various state agencies as well as local non-profit organizations.

Minimum Qualifications:

JOB REQUIREMENTS FOR Victim Service Specialist I

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

1. Two years of employment with the Department of Justice with demonstrated transferable skill set and ability.

OR

1. Possession of an Associate’s degree in a Behavioral or Social Science field.

OR

1. Possession of a Bachelor’s degree in a non-Behavioral or Social Science related field.

OR

1. One year of experience in a Behavioral or Social Science related field.
2. One year of experience applying laws, rules, regulations, standards, policies and procedures.
3. Knowledge of human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Six months’ experience in record keeping.
5. Six months’ experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

JOB REQUIREMENTS for Victim Service Specialist II

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

1. Three years of employment with the Department of Justice with demonstrated transferable skill set and ability.

OR

1. Possession of an Associate's degree in a Behavioral or Social Science related field.
2. Two years' experience in a Behavioral or Social Science related field.

OR

1. Possession of a Bachelor's degree in a Behavioral or Social Science related field.

OR

1. Three years' experience in a Behavioral or Social Science related field.
2. Three years' experience in applying laws, rules, regulations, standards, policies and procedures.
3. Three years' experience in human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Two years' experience in record keeping.
5. Two years' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

JOB REQUIREMENTS for Victim Service Specialist III

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

1. Five years' experience with the Department of Justice. with demonstrated transferable skill set and ability.

OR

1. Possession of an Associate's degree in a Behavioral or Social Science related field.
2. Four years' experience in a Behavioral or Social Science related field.

OR

1. Possession of a Bachelor's degree in a Behavioral or Social Science related field.
2. Two years' experience in a Behavioral or Social Science related field.

OR

1. Six years' experience in a Behavioral or Social Science related field.
2. Six years' experience in applying laws, rules, regulations, standards, policies and procedures.
3. Six years' experience in human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Five years' experience in record keeping.

5. Five years' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

JOB REQUIREMENTS for Victim Service Specialist IV

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

1. Possession of an Associate's degree in a Behavioral or Social Science related field.
2. Six years' experience in a Behavioral or Social Science related field.

OR

1. Possession of a Bachelor's degree in a Behavioral or Social Science or related field.
2. Four years' experience in a Behavioral or Social Science related field.

OR

1. Eight years' experience in a Behavioral or Social Science related field.
2. Eight years' experience in applying laws, rules, regulations, standards, policies and procedures.
3. Eight years' experience in human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Seven years' experience in record keeping.
5. Seven years' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

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. EOE.