



DELAWARE JUDICIARY Maternal & Child Death Review Commission

Posting #AOC0918N25
Contract Position

Fatality Review Assistant

Opening Date: September 19, 2025

Closing Date: October 2, 2025

Contract Amount: \$25.00-\$35.00 per hour

Location: 900 King Street, Suite 220, Wilmington, DE 19801

Summary Statement:

The Maternal and Child Death Review Commission (MCDRC or the Commission) was established in 1995 with the mission of safeguarding the health and safety of the children and pregnant and postpartum persons in Delaware as set forth in 31 Del. C. § 320-324. MCDRC accomplishes its mission through the review of deaths of children under the age of 18, stillbirths occurring after at least 20 weeks gestation, and deaths of pregnant or postpartum persons and by publicly disseminating findings or recommendations stemming from these reviews to alleviate those practices or conditions which impact the mortality of children and pregnant people.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Attend child fatality review meetings as deemed necessary by the MCDRC.
- Assist with preparing agenda, packets, and minutes for meetings.
- Coordinate with partnering state agencies to collect data.
- Assist with tracking SUID (Sudden Unexplained Infant Death) /SDY (Sudden Death in the Young) samples, attempting consent with families, and shipping samples.
- Assist with data entry for SUID (Sudden Unexplained Infant Death)/SDY (Sudden Death in the Young) cases in necessary databases.

Preferred Qualifications:

Applicants who do not possess the preferred qualifications will still be eligible to compete for this position if job requirements are met.

1. Experience in working with Delaware's child welfare system or Public Health system.
2. Experience in fatality review/investigations or similar quality assurance review.
3. Experience in interacting with internal and external agencies to facilitate communication between partner agencies.
4. Ability to track workflow and follow up, composing meeting notes, and planning/coordinating meetings.
5. Experience in data collection, which includes collecting, compiling, and maintaining data from multiple sources, such as files, records, and databases.
6. Experience in creating reports, including combining and presenting data from multiple sources in an organized format.
7. Experience in using standard computer software programs, such as word processing, spreadsheets, or databases.

Job Requirements:

Please address each item separately on the Minimum Qualifications page of the application, failure to do so will result in disqualification. Resumes may not be substituted for the application. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Possession of an Associate's degree or higher in a public health related field from an accredited college or university.
2. Two years of experience working in a public health, child welfare, investigations or closely related field.
3. Knowledge of public health and/or child welfare issues and systems, community agencies and resources for prevention.
4. Experience in data collection which includes collecting, compiling and maintaining data from multiple sources, such as files, records and databases.
5. Experience in creating reports including combining and presenting data from multiple sources in an organized format.
6. Experience in using standard computer software programs, such as word processing, spreadsheets, or databases.
7. Possess a valid Delaware Class D Driver's License or its equivalent.

Additional Posting Information:

Contract rate will vary based on qualifications. This contract position cannot exceed 29.5 hours weekly. This contract is available to start October 1, 2025. This is a contractual position and is not eligible for the state benefits package.

Conditions of Contract:

- A satisfactory criminal background check is required.
- Direct deposit of paychecks is required.

Submitting required documents:

1. Send your letter of interest and resume as an email attachment with the words “Fatality Review Assistant” in the subject line to Apps.AOC@delaware.gov (**preferred method**).
2. Fax your application to (302) 255-2217, Attention: Human Resources.
3. Mail your application to:
Administrative Office of the Courts
Attn: Human Resources
405 N. King Street, Suite 507
Wilmington, DE 19801

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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