



DELAWARE JUDICIARY Office of the Child Advocate

Posting #AOC1110S25
Contract Position

Trafficking Coordinator-Kent & Sussex Counties

Opening Date: November 14, 2025

Closing Date: November 28, 2025

Contract Amount: \$35.00-\$40.00 per hour

Location: 400 Court Street, Dover, DE 19901 or 6 West Market Street, 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, collaboration, evaluation, and education with a vision of safe and resilient children with supportive families. It has 30 full-time employees, six casual/seasonal employees, thirteen contractors and over 400 volunteers. OCA operates out of all three counties. OCA's Legal Services Division represents approximately 550 children that are experiencing foster care through Child Attorneys and Court Appointed Special Advocates. OCA's Office of the Investigation Coordinator (IC) monitors over 900 serious child abuse cases and leads the multidisciplinary team case reviews. OCA's Policy and Training Division provides intensive reviews of serious child abuse cases, manages youth in transition programs, coordinates child welfare trainings, 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.

This position, located within OCA's Policy and Training Division, will report to the Oversight Director. The Juvenile Trafficking Oversight Team (JTOT), established under HB42, ensures oversight of the multi-disciplinary response to juvenile trafficking cases. The JTOT Program Coordinator supports the Oversight Director in carrying out JTOT's statutory duties, including coordination of case reviews, data collection, and inter-agency communication.

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.

- Review juvenile trafficking case referrals and prepare summaries and timelines for JTOT review meetings.
- Prepare materials for monthly JTOT meetings, including the agenda, draft minutes, cover sheets, confidentiality statements, agency data sheets, and medical abstractions.
- Obtain medical records and coordinate with designated medical abstractors to ensure timely reviews of the child victim's medical records.
- Document JTOT findings, recommendations, and outcomes in OCA's Apricot data system.
- Coordinate with MDT caseworkers, law enforcement, prosecutors, and service providers to ensure timely information sharing.
- Assist in drafting policies, protocols, and best practices related to juvenile trafficking.
- Ensure timely and accurate documentation and maintenance of child victim case information in the Apricot data management system.
- Utilize available information systems, such as the Delaware Criminal Justice Information System (DELJIS) and the Law Enforcement Investigative Support System (LEISS), to monitor criminal dispositions.
- Provide consultation and support to the Oversight Director on all JTOT initiatives.

Preferred Qualifications:

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

- Experience working with Delaware's child welfare or juvenile justice system.
- Experience working with abused, neglected, exploited children.
- Knowledge of human trafficking dynamics and victim services.

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 a bachelor's degree.
2. Experience of human trafficking dynamics and victim services.
3. Experience in case management, including assessment, planning, implementation, and monitoring of services.
4. Experience interpreting laws, rules, and regulations, particularly related to child protection or trafficking.
5. Knowledge of legal support work such as maintaining case files, preparing reports, and assisting legal staff in court proceedings.
6. Knowledge of Family Court child welfare or juvenile justice proceedings preferred.

Conditions of Hire:

- A satisfactory criminal background check child protection registry 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 “Trafficking Coordinator” 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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