

1/13/2025

**Job Posting**

POSITION: True Course Youth Case Manager

LOCATION: DARTMOUTH HOUSE OF CORRECTION

HOURS: 8:00 am – 4:00 pm (hours may vary on occasion)

DAYS OFF – SAT/SUN (must be flexible to work some weekends throughout the year)

PAY GRADE: AdmNonUnion – GRADE 15 (\$59,352.87 - \$74,691.01)

**GENERAL DUTIES AND RESPONSIBILITIES:**

See Attached Job Description

**TO APPLY:**

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **Monday, January 27, 2025**.

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **Monday, January 27, 2025**. Applications can be found on our website at [www.bcsso-ma.us](http://www.bcsso-ma.us).

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class

**PLEASE POST**

<b>1. Title</b> Youth Case Manager	<b>Agency</b> Bristol County Sheriff's Office
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<b>2. Unit</b> Non-Union	<b>Salary Grade</b> 15	<b>Date</b> 05-2023
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**3. General statement of duties and responsibilities:**  
Provide direct services as it relates to positive youth development supporting the Sheriff's Youth Outreach and Intervention Initiative. Performs duties which involves following established curriculum while working with mentors and volunteers as well as providing youth and their incarcerated parents with intensive case management, referrals to wrap around services and experiential learning opportunities

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**4. Supervision received:**  
Youth Outreach Deputy

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**5. Supervision exercised:**  
They shall supervise youth's individually and/or in group settings

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**6. Duties and responsibilities:**

1. Engage youth in home, school, and or community activities creating a framework that targets individual strengths and positive developmental outcomes
2. Meet with youth in their homes and community settings in order to work on goals outlined in the youth's service plan
3. Meet with incarcerated parents at the Dartmouth House of Correction to work on individual care plan/goals
4. Facilitate True Course Programming for the inmates at the Dartmouth House of Correction
5. Assist and support inmates' families within the community by providing them with service referrals as needed
6. Ensure that all services are provided in a professional and empowering way to appeal to individual strengths
7. Maintain weekly communication with family and community partners to assess and update progress toward individual goals
8. Meet weekly with youth for outdoor or indoor activity

9. Perform all administrative functions related to this position including weekly participation in supervision and meetings
  10. Adhere to follow weekly curriculum as provided by the supervisor
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7. **Qualifications**

1. Must be 21 years of age or older
2. Must have Bachelor's degree in related field or 5 years' experience working with youth
3. Must have a valid Driver's License, car, and car insurance. Ability to operate a motor vehicle safely
4. Must be committed to highest standards of care
5. Must be patient, empathetic and compassionate
6. Must have sound and appropriate judgment
7. Excellent interpersonal, communication skills and ability to create collaborative efforts
8. A sensitivity and passion for supporting kids struggling with social, emotional, behavioral, and psychological struggles
9. Must be able to fully participate in outdoor activities including but not limited to kayaking, hiking, canoeing, etc
10. Must be able to visit homes of the participants