

April 23, 2025

Job Posting

POSITION: Coordinator for Post-Release Housing

LOCATION: Dartmouth House of Correction
400 Faunce Corner Road
North Dartmouth, MA. 02747

PAY GRADE: NCEU Ad-Tech
Grade 21 (\$70,210.31 - \$92,577.12)

HOURS: 8:00 AM – 4:00 PM

DAYS OFF: SAT/SUN

GENERAL DUTIES AND RESPONSIBILITIES:

- See Attached Job Description.

Coordinates re-entry services in the Post-Release program of the BCSO. Works under the Director of Inmate Services for Post-Release on housing for inmates leaving the BCSO. Work with the community stakeholders to provide housing to the inmates of Bristol County post-release. Oversees staff tasked with finding inmates housing post-release.

TO APPLY:

Those and are interested in this position must submit a letter of interest and resume to the Human Resources Division by Wednesday, May 7, 2025

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

1.	Title	Agenda
	Coordinator for Post-Release Housing	Bristol County Sheriff's Office

2.	Union	Salary Grade	Date
	NCEU Ad-Tech	21	5/2023

3.	General Statement of Duties and Responsibilities: Coordinates re-entry services in the Post-Release program of the BCSO. Works under the Director of Inmate Services for Post-Release on housing for inmates leaving the BCSO. Work with the community stakeholders to provide housing to the inmates of Bristol County after post-release. Oversees staff tasked with finding inmates housing post-release.
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4.	Supervision Received: Director of Inmate Services for Post-Release
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5.	Supervision Exercised: Housing Post-Release Support Services Staff
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6.	Duties and Responsibilities: <ol style="list-style-type: none"> 1. Monitor the daily operation of the Housing Post-Release Support Services program as well as provide ongoing supervision and training to staff. 2. Work with inmates on their housing needs post-release and find housing for after release from the BCSO. 3. Foster a relationship between inmates and the post-release housing provider. 4. Work with community stakeholders to develop collaborative partnerships to enhance the Post-Release services available to the inmates of Bristol County. 5. Collaborate with area law enforcement agencies and all members of social services programs and services with the closed community of the institution, as well as all relevant agencies in the communities. 6. Provide supervision to the Post-Release staff to ensure that offenders' post-release plan is tailored around the inmate's release, which will be part of discharge planning. Document the progress of the inmates' post-release plan by all parties - the facility, the releasing authority, and the inmate.
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7. Work with the Classification Counselors, Inmate Advisors, others and community stakeholders to develop collaborative partnerships and craft a shared vision of transition opportunities for referral; identify common goals, and benefits to unite partners.
8. Assist with case management with inmates in the custody of the Bristol County Sheriff's Office including, but not limited to performing various types of social investigations requiring the collection, analysis and recording of significant facts as they relate to re-entry.
9. Maintain records and reports on inmates' post-release plan, caseloads and assignments.
10. Work with Grants Administrator to collect, evaluate and report data to the funding agency and other relevant agencies.
11. Maintain programmatic data in order to maintain and increase funding opportunities.
12. Work with the various departments throughout the correctional facility, which include, but are not limited to re-entry, classification, healthcare and mental health services and substance abuse counselors, as well as all other relevant agencies in the communities.
13. Assist with the coordination of re-entry panels, and the classification of inmates into the re-entry program. Monitors and audit inmates' re-entry records to ensure that services are being carried out.
14. Attend meetings with community agencies as it relates to re-entry as designated by the Director of Inmate Services for Post-Release.
15. Perform other related duties as designated by the Sheriff.

7. Qualifications

Two years of experience finding persons housing, and working on housing support services.

Two years of experience supervising staff.

Experience in corrections, criminal justice field or community service agency a plus.

Associate's Degree or Bachelor's Degree preferred.

Good communications skills.

Good organizational skills.

Ability to work in collaborative manner with corrections personnel, inmates, and community agencies.

Computer skills including, but not limited to email, Microsoft Excel, Microsoft Word, PowerPoint and Internet Searches.