

4/16/2025

Job Posting

POSITION: Inmate Advisors

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

PAY GRADE: NCEU Ad-Tech
Grade 15 (\$54,408.61 - \$69,136.05)

HOURS: 8:00 AM – 4:00 PM

DAYS OFF: SAT/SUN

GENERAL DUTIES AND RESPONSIBILITIES:

Inmate Advisors shall perform daily case management in the institution, which involves daily contact with inmates. This includes, but is not limited to fostering program plans for inmates as well as assisting inmates with re-entry and post-release needs.

TO APPLY:

Those who are interested in this position must submit a resume and letter of interest to the Human Resources Division by **April 30, 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

Inmate Advisor

Bristol County Sheriff's Office

2. Union	Salary Grade	Date
NCEU Ad-Tech	15	5/2023

3. **General Statement of Duties and Responsibilities:**

Inmate Advisors shall perform daily case management in the institution, which involves daily contact with inmates. This includes, but is not limited to fostering program plans for inmates as well as assisting inmates with re-entry and post-release needs.

4. **Supervision Received:**
Director of Inmate Services for Inmate Support

5. **Supervision Exercised:**
None

6. **Duties and Responsibilities:**

1. Making rounds within assigned housing units in order to answer concerns and questions formulated by inmates.
2. Meeting with inmates on an individual and daily basis that have signed the appointment sheet.
3. Coordinating the delivery of inmate re-entry programming to aid in an inmates' successful re-entry to the community. This may include setting up for medical and mental health appointments, housing, and transportation.
4. Performs case management in the Bristol County Sheriff's Office involving the making of various types of social investigations requiring the collection, analysis, and recording of significant facts and reporting thereon.
5. Provide new inmates with an orientation to programs and services available at the Bristol County Sheriff's Office.

6. Work in conjunction with other classification and security staff to discuss relevant issues about inmates and/or unit (i.e. inmate transfers, new inmates to unit, security concerns, schedules changes, climate issues, etc.)
7. Maintains records and reports on visits, interviews, caseloads and assignments.
8. Assesses and refers inmates to appropriate programs and services that will aid in their successful re-entry.
9. Assist security in emergency situations after being fully trained to perform a particular security response. Shall be expected to assist officer(s) when possible, with the successful daily operation of the unit.
10. Submits information to various staff members relative to significant behaviors, abilities and/or disabilities as determined by acquired data.
11. During his/her workday in the unit, the Inmate Advisor may point out areas of concern to the officer(s).
12. Responsible for updating material on unit's bulletin boards, as well as ensuring temporary postings are displayed for inmate viewing.
13. Performs other related duties as designated by the Sheriff.

7. **Qualifications**

1. Good communications skills.
2. Good organizational skills
3. Ability to work in collaborative manner with corrections personnel, inmates, and community agencies.
4. Computer skills including Microsoft Excel, Microsoft Word and Internet Searches
5. Bachelor or Associate Degree Preferred