



## HAMPDEN COUNTY SHERIFF'S DEPARTMENT



### PROGRAM SUPERVISOR ALL-INCLUSIVE SUPPORT SERVICES

The Program Supervisor is responsible for the care, custody and supervision of inmates/members in the correctional facility and at the All Inclusive Support Service (AISS). The Program Supervisor is responsible for the direct supervision and the yearly evaluation preparation of the employment staff designated to work on the employment team. The Program Supervisor is responsible for maintaining and developing comprehensive working agreements with both the inmate/members and the employers in the community. The Program Supervisor meets with the inmate/members regularly and coordinates the inmate's/member's participation at his/her place of employment. The Program Supervisor maintains regular contact with the employer and consistently monitors the inmates/members work performance. The Program Supervisor will work closely with the Classification Department, Clinical Manager and Unit Managers. Program Supervisor attends weekly Employment Meetings to determine appropriateness for job search status of the inmates/members. The Program Supervisor is responsible for conducting or supervising instructional groups with the inmates/members regarding the preparation and readiness for community access for the purpose of seeking and sustaining employment. The Program Supervisor is responsible for providing periodical motivational seminars and counseling in supporting inmates/members to become employed on a continuum. The Program Supervisor will be responsible for conducting security checks in the community to ensure that the inmates/members are following their itineraries. The Program Supervisor maintains accurate statistics to be submitted for the annual report.

**Qualifications:** Must successfully meet the graduation requirements for the Basic Training Academy. Must pass the annual physical fitness test for correctional officers. Bachelor's degree or high school diploma or equivalent work experience. Ability to understand and appreciate environmental factors to be considered in social casework, methods, practices, procedures, and techniques of social adjustment and rehabilitation.

**Salary Range: \$62,633.00 - \$77,074.85**

**Benefits Package: Commonwealth Program**

**Work Schedule: Monday – Friday; 8:00am - 4:00pm**

**Work Location: All-Inclusive Support Services, 736 State Street, Springfield, Ma.**

**Send detailed resume and cover letter to Employment Manager Gregory Pytka no later than August 19, 2022 at [recruiting@sdh.state.ma.us](mailto:recruiting@sdh.state.ma.us)**

**or mail to: Hampden County Sheriff's Department  
Human Resources Office  
627 Randall Rd.  
Ludlow, MA 01056-1079**

***Applicant subject to background investigation, drug screening and medical clearance.***

*The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.*