

NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE: Supervising Program Support Specialist, Assistance Programs	SALARY RANGE: \$95,955.40 - \$141,386.20	POSTING NO.: 213-26	ISSUE DATE: 8/7/2026 CLOSING DATE: 8/21/2026
LOCATION: Central Office Headquarters, Office of Community Programs – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING: ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions ☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions ☐ Interested individuals who meet the stated requirements			
JOB DESCRIPTION Under direction, in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; acts as a liaison between the agency and other public and/or private organizations; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required. More specifically, this leader will serve as the supervisor of the OCP Legislatively Mandated Services Unit (LMSU). The position will support the department by overseeing compliance, integrity and accountability monitoring related to RCRP processing of legislatively mandated services for state incarcerated individuals. These services include, but are not limited to the processing of duplicative social security cards, birth certificates, MVC Non-Driver ID, NJHELPS and Affordable Care Act (ACA) applications, and the Fair Release and Reentry Act (FRARA) exit documentation. The position will work collaboratively with other offices and may require work with colleagues across divisions, as well as community partners on joint programmatic initiatives. Travel to correctional facilities and RCRPs statewide is required.			
REQUIREMENTS NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Eight (8) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program, two (2) years of which shall have been in a supervisory capacity. OR Possession of a bachelor's degree from an accredited college or university and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity. OR Possession of a master's degree in social work, psychology, education, public administration, business administration, or a related field; and three (3) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity. NOTE: Preference for interview will be afforded to candidates with: A Master's degree			
BENEFIT(S)* *Pursuant to the State/Department's policy, procedures and/or guidelines.			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: • Alternate Work Week available for some positions • Telework available for some positions • Deferred Compensation • Paid Time Off • 13 State Holidays • Health and Life Insurance • Pet Insurance available through certain plans • Flexible and Health Savings Accounts (FSA)/(HSA) • Tuition Reimbursement • Public Student Loan Forgiveness (PSLF) • Up to \$250 in rewards for exercising • Gym membership discounts • Diversity & Inclusion events • Workplace security, health and safety • Incarcerated Person empowerment and rehabilitation			
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APPLICATION INSTRUCTIONS

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov

Forward Response To:

Robert Smith
Region 6 Personnel Services
Central Office, Civilian Recruitment
P.O. Box 863
Trenton, NJ 08625-0863

