

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

NOTICE OF JOB VACANCY

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| <b>TITLE:</b><br>Instructor Counselor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SALARY RANGE:</b><br>\$58,222.22 - \$84763.22 | <b>POSTING NO.:</b><br>274-26        | <b>ISSUE DATE:</b><br>9/25/2026<br><b>CLOSING DATE:</b><br>10/9/2026 |
| <b>LOCATION:</b> Northern State Prison, Education Services – Newark, NJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  | <b>CLASS OF SERVICE:</b> Competitive |                                                                      |
| <b>THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:</b><br><div><input type="checkbox"/> 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</div> <div><input checked="" type="checkbox"/> 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</div> <div><input type="checkbox"/> Interested individuals who meet the stated requirements</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                  |                                      |                                                                      |
| <b>JOB DESCRIPTION</b><br>Under supervision in a state department, institution, or agency, holds formal and informal classes and discussions concerned with human relationships, personality, and the social and other factors affecting behavior to further the social adjustment, education, or reeducation of inmates, patients, or clients, and/or provides same with occupational, vocational, or educational counseling and instruction which may include teaching basic skills and concepts or instructing them in adaptive independent living skills; adjusts the content and level of counseling and instruction to suit the functional level of inmates, patients, or clients; does related work.                                                                                                                                                                                                                                                                                                                                                                                                        |                                                  |                                      |                                                                      |
| <b>REQUIREMENTS</b><br><b>NOTE:</b> 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.<br><br>Five (5) years of professional experience in counseling, teaching, and/or guidance in an organized education program.<br><br><b>OR</b><br><br>Graduation from an accredited college or university with a Bachelor's degree; and one (1) year of the above-mentioned professional experience.<br><br><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.<br><br><b>RESIDENCY REQUIREMENT:</b> Newark residents receive first hiring preference.                                                                                                                                                                                                                                                                   |                                                  |                                      |                                                                      |
| <b>BENEFIT(S)*</b><br><small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small><br>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:<br><div><div><ul style="list-style-type: none"><li>• Alternate Work Week available for some positions</li><li>• Telework available for some positions</li><li>• Deferred Compensation</li><li>• Paid Time Off</li><li>• 13 State Holidays</li><li>• Health and Life Insurance</li><li>• Pet Insurance available through certain plans</li></ul></div><div><ul style="list-style-type: none"><li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li><li>• Tuition Reimbursement</li><li>• Public Student Loan Forgiveness (PSLF)</li><li>• Up to \$250 in rewards for exercising</li><li>• Gym membership discounts</li><li>• Diversity &amp; Inclusion events</li><li>• Workplace security, health and safety</li><li>• Incarcerated Person empowerment and rehabilitation</li></ul></div></div> |                                                  |                                      |                                                                      |
| <b>APPLICATION INSTRUCTIONS</b><br>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.<br><br>Emailed resumes are to be sent only to: DOC_OHR-Region8@doc.nj.gov<br>Forward Response To: Megan Cardinale<br>Region 8 Personnel Services<br>Northern State Prison<br>168 Frontage Road<br>Newark, NJ 07114                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                  |                                      |                                                                      |