

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

NOTICE OF JOB VACANCY

TITLE: Program Support Specialist 2, Assistance Programs	SALARY RANGE: \$76,286.63 - \$111,856.03	POSTING NO.: 277-26	ISSUE DATE: 9/25/2026 CLOSING DATE: 10/9/2026
LOCATION: Central Office Headquarters, Office of Community Engagement and Reintegration Initiatives – 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 the limited supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; may take the lead over lower level staff; does other related work as required. More Specifically, the Program Support Specialist will also serve as case manager and liaison for the New Jersey Locally, Empowered, Accountable, and Determined (NJLEAD) initiative. Duties will include completing NJLEAD referrals for post-release reentry services, coordinating service delivery with NJLEAD partner agencies, coordinating facility NJLEAD Reentry Fairs, monitoring progress of NJLEAD services, attending community-based reentry events, keeping clear and accurate records, and working with facility staff and other Federal, State, and Local service providers, and serving as proctors for service providers entering the correctional facility to conduct services/programs. NOTE: This position will be remotely assigned to Northern State Prison with required travel <u>weekly</u>, to any of the (9) correctional facilities throughout all regions of the state. Telework is currently not approved for this position.			
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. Six (6) 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. OR Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience. OR Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and one (1) year of the above-mentioned professional experience. PREFERENCE: Candidates should have experience in case management, group facilitation, correctional programming, social services, behavioral health, or a related field. Strong communication, organization, documentation, and teamwork skills are required.			
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			
(Continued on next page)			

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

