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

NOTICE OF JOB VACANCY

TITLE: Program Support Specialist 3, Assistance Programs	**SALARY RANGE:** $87,507.00 - $128,718.80	**POSTING NO.:** 318-26	**ISSUE DATE:** 11/13/2026 **CLOSING DATE:** 11/30/2026
LOCATION: Bayside State Prison, Office of Programming and Supportive Services – Maurice River Twp., 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 general supervision of a Supervising Program Support Specialist or other supervisory official 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 OR maintains, monitors and/or implements a complex client services/assistance program; 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, assist the Supervising Program Support Specialist with the providing daily oversight and leadership of the Programming and Supportive Services unit within a correctional facility; supervises professional staff and completes formal performance evaluations; monitors programs and services offered by the unit; ensures compliance with applicable policies, procedures, and legislatively mandated services; manages the implementation of psychoeducational programming; responds to requests from facility Administrative staff; attends meetings; communicates regularly with the Director of the Office of Programming and Supportive Services to address operational needs and recommend improvements; ensures staff is knowledgeable of all relevant policies and procedures; and handles all other needs of the unit. Travel to the New Jersey Department of Corrections Central Office in Trenton, NJ, is required as needed.

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.

Seven (7) 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 three (3) 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 two (2) years of the above-mentioned professional experience.

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

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: DOC_OHR-Region3@doc.nj.gov

Forward Response To:

Tiffany Weis
Region 3 Personnel Services
Bayside State Prison
4293 Route 47
Leesburg, NJ 08327

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer