



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**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

**Issue Date:** May 17, 2024

**Posting No.:** 211-24

**TITLE:** Program Support Specialist 1, Assistance Programs      **SALARY:** \$78,926.30 - \$112,379.84

**LOCATION:** Central Office, Office of Programming and Supportive Services (OPSS)-LMSU  
Division of Programs and Reintegration Services – Trenton, NJ

**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*, this leader will serve in the OPSS Legislatively Mandated Services Unit (LMSU) and Reentry Planning Services (RPS). The position will support the department in the function of compliance, integrity and accountability monitoring of all discharge planning assessment efforts and processing of legislative mandates services for state incarcerated persons including but 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 processing. 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. Any other duties that contributes to the OPSS mission as assigned. 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.

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.

**PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JUNE 3, 2024.**

*(Continued from previous page)*

Forward Response To:

Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be  
sent only to:**

**[Civilian.Recruitment@doc.nj.gov](mailto:Civilian.Recruitment@doc.nj.gov)**