



**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.:** 213-24

**TITLE:** Supervising Program Support Specialist, Assistance Programs      **SALARY:** \$86,546.27 - \$123,424.67

**LOCATION:** Central Office, Office of Community Programs (OCP)  
Division of Programs and Reintegration Services – Trenton, NJ

**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 in the function of compliance, integrity and accountability monitoring of the RCRPs 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. Travel to correctional facilities and RCRPs statewide is required. This supervisor may be required to participate in OCP on-call shift rotation.

**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

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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.

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**