

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

NOTICE OF JOB VACANCY

TITLE: Program Support Specialist 1, Assistance Programs	SALARY RANGE: \$81,688.72 - \$116,313.16	POSTING NO.: 295-24	ISSUE DATE: 7/26/2024 CLOSING DATE: 8/9/2024
LOCATION: East Jersey State Prison, Programming and Supportive Services – Rahway, NJ			
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
<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	<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	<input type="checkbox"/> Interested individuals who meet the stated requirements	
JOB DESCRIPTION			
<p>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.</p> <p><i>More specifically</i>, this position will assist the Supervising Program Support Specialist, Assistance Programs with the daily oversight of a Programming & Supportive Services unit within a correctional facility; supervise staff/perform PAR evaluations; monitor provision of incarcerated persons programs and services offered by the unit, ensure statewide benchmarks are met for identification assistance, benefits assistance & psychoeducational programming; meet requests of Administrative staff; attend Classification Meetings and Administrative Meetings; communicate with COHQ OPSS leadership and staff on a regular basis to address needs, issues, make recommendations for incarcerated efficiency; handle all other needs of the unit.</p>			
REQUIREMENTS			
<p>NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits equal to one (1) year of relevant experience.</p> <p>Seven (7) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>OR</p> <p>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.</p>			
BENEFIT(S)*			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<p>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:</p> <ul style="list-style-type: none"> • 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			
<p>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.</p> <p>Emailed resumes are to be sent only to: DOC_OHR-Region2@doc.nj.gov</p> <p>Forward Response To: Region 2, Office of Human Resources East Jersey State Prison Lock Bag "R" Rahway, NJ 07065</p>			

DEDICATION

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HONOR

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INTEGRITY