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

NOTICE OF JOB VACANCY

AMENDED

TITLE:	SALARY RANGE:	POSTING NO.:	ISSUE DATE:
Associate Chaplain; OR Chaplain	$58,222.22 - $84,763.22 $72,896.47 - $106,798.07	322-26	11/20/2026 **CLOSING DATE:** 12/07/2026
LOCATION: East Jersey State Prison, Chaplaincy Services – Woodbridge, NJ		**CLASS OF SERVICE:** Unclassified	

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 direction of the supervisor of chaplaincy services, or other supervisory officials in a state department, institution, or agency, coordinates and provides spiritual and religious services to residents, incarcerated individuals, and employees of **ALL** faiths and denominations; does other related duties as required.

More specifically, the Chaplain will be required to preside over the worship service, for which they are properly trained and credentialed. Additionally, when Chaplains are not trained or credentialed in a specific faith denomination, they will be required to visually supervise the incarcerated population when they are permitted to gather for self-led services.

NOTE: The services of the incumbent in this position will be predominantly available for incarcerated individuals within an institution: however, they may be extended to the employees in extreme circumstances as deemed appropriate.

NOTE: This position requires one late day per week from 11am to 7pm. Some weekend and religious holiday covering may be required. Telework is not available for this position.

REQUIREMENTS

EDUCATION: Graduation from an accredited college, university, or seminary with a bachelor's degree.

NOTE: Graduation from a course of theological study as required by the ordaining or endorsing body.

NOTE: Applicants who do not possess the required degree may substitute additional experience as indicated above on a year-for-year basis.

LICENSE: Appointees will be required to possess certification or accreditation as a minister, priest, rabbi, imam, or deacon in an established religious faith, and an endorsement for chaplaincy where required by the ordaining or endorsing body.

Credentials will be examined in the context of the Chaplain candidate's faith denomination.

EXPERIENCE:
Associate Chaplain: One (1) year of experience as a minister, priest, rabbi, imam, or deacon in the offices of a religious faith, which shall have included religious, personal, and social counseling, with one (1) year of supervised pastoral counseling (such as clinical pastoral education) in an institutional setting. **A Candidate for Associate Chaplain may be ordained in accordance with their faith tradition (or) have a letter of ecclesiastical endorsement and be a member in good standing.**

NOTE: A Master of Divinity Studies or similar programs may be substituted for one (1) year of relevant experience.

Chaplain: Two (2) years of experience as a minister, priest, rabbi, imam, or deacon in the offices of a religious faith, which shall have included religious, personal, and social counseling, with one (1) year of supervised pastoral counseling (such as clinical pastoral education) in an institutional setting**. A Candidate for Chaplain must possess official ordination confirmation, in accordance with their faith tradition.**

NOTE: A Master of Divinity Studies or similar programs may be substituted for one (1) year of relevant 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

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SAME PROGRAM INFORMATION

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov or please click here. If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.

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. **Please indicate in the cover letter which title you are eligible to apply for.** 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-Region2@doc.nj.gov

Forward Response To:
Office of Human Resources
Region 2 Personnel Services
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065