



**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: April 26, 2024

Posting No.: 172-24

TITLE: Program Support Specialist 2, Assistance Programs **SALARY:** \$68,806.17 - \$97,679.61

LOCATION: South Woods State Prison, Programming and Supportive Services – Bridgeton, NJ

JOB DESCRIPTION: Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; may take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; may take the lead over lower level staff; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE: Two (2) years of 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.

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

NOTE: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

RESIDENCY REQUIREMENT: Bridgeton City, Cumberland and Salem County residents receive first hiring preference, followed by Cape May County.

PLEASE INCLUDE RESUME, 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 MAY 10, 2024.

Forward Response To: Suzanne Walker, Manager 2
Region 9, Office of Human Resources
South Woods State Prison
215 Burlington Road South
Bridgeton, NJ 08302

Emailed resumes are to be sent only to: DOC_OHR-Region9@doc.nj.gov