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

NOTICE OF JOB VACANCY

TITLE: Supervisor of Chaplaincy Services	**SALARY RANGE:** $74,534.83 - $105,943.75	**POSTING NO.:** 425-24	**ISSUE DATE:** 10/11/2024 **CLOSING DATE:** 10/28/2024
LOCATION: Bayside State Prison, Religious Services – Leesburg, 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 a supervisory official in a State institution; coordinates and supervises all religious activities and programs within the facility; ministers to the spiritual needs, welfare, and comfort of the residents, or inmates of the institution; does related work as required.

NOTE: The services of the incumbent in this position will be predominantly available for the residents or inmates of the institutions; however, may be extended to the employees in extreme circumstances as deemed appropriate.

REQUIREMENTS

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

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

EXPERIENCE: Three (3) years of experience as a minister, priest, or rabbi in the offices of a religious faith, which shall have included religious, personal, and social counseling and one (1) year of which shall have included supervised pastoral counseling (such as clinical pastoral education) in an institutional setting.

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

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

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. 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-Region3@doc.nj.gov

Forward Response To:
Janice Sarclette, PA 1, HR
Regional Personnel Services, Region 3
Bayside State Prison
4293 Route 47
Leesburg, NJ 08327

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer