



**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, as a promotional or lateral opportunity, 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, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

**Issue Date:** April 13, 2018

**Posting No.:** 133-18

**TITLE:** Assistant Social Work Supervisor, Secured Facilities      **SALARY:** \$51,529.95 - \$72,953.46

**LOCATION:** Central Office, Division of Programs and Community Services, Office of the Assistant Commissioner, Victim Services - Trenton NJ

**JOB DESCRIPTION:** Under the supervision of a Social Work Supervisor Secured Facilities of a higher grade in an adult or juvenile correctional institution or other agency supervises the work of a group of Social Workers 1 and 2, performs the more difficult tasks in providing counseling, assessment and program planning services to inmates or juvenile offenders and coordinates referrals to other institutional and community resources; does other related duties.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree.

**EXPERIENCE:** Two (2) years of experience in the delivery of social work services to social offenders and providing counseling, assessment program planning and aid in informational and situational problem solving.

**NOTE:** A Master’s Degree in a field related to Social Work may be substituted for one (1) year of experience.

**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 APRIL 27, 2018.**

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](mailto:Civilian.Recruitment@doc.nj.gov)**