

DHS Program Specialist

Rehab Services - Contract Unit

Job Location:

Davidson County (Hybrid)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by **October 13, 2026**.

About Position:

The DHS Program Specialist provides administrative and program support for procurement and contract management activities within the Vocational Rehabilitation (VR) Contracts Unit. The position assists with invoice processing, vendor communication, documentation review, and follow-up on audit or monitoring findings. The Program Specialist works with VR programs, contracted providers to help ensure that invoice activities are timely, accurate, well-documented, and consistent with applicable requirements.

Operationally, the DRS Contracts Unit is housed within the DRS Quality and Compliance Unit. The DHS Program Specialist works under the general supervision of the Director of Contracts or designee and assists Contract Specialists with daily contract administration. The position regularly communicates with program staff, procurement, legal, fiscal staff, vendors, and service providers to obtain information, resolve routine questions, track needed documents, and support compliance with contract requirements. The position does not supervise staff or independently oversee contract performance.

Responsibilities:

- Receive, organize, and process contractor invoices; review invoices and support documentation for completeness, accuracy, allowable costs, and consistency with contract terms; and route invoices for required approvals.
- Maintain tracking tools for invoices, audit, and monitoring activities and notify appropriate staff of upcoming deadlines or missing information.
- Support audit and monitor follow-up by collecting vendor responses and supporting documents, tracking corrective action items, organizing evidence, and maintaining clear records of resolution.

- Communicate professionally with contractors, vendors, and service providers regarding invoices, required documentation, contract questions, and follow-up items.
- Assist with updating process documents and standard operating procedures as requested.
- Assist Contracts Unit staff with training events for contractors and grantees.
- Maintain working knowledge of applicable program, contract, fiscal, and documentation requirements and seek guidance when questions arise.
- Assist with procurement activities by tracking application submissions, gathering required information, maintaining files, and monitoring assigned deadlines.

Qualifications:

Bachelor's degree and five years of full-time professional experience in one or a combination of the following: social services, human services, education, accounting, auditing, Program policy development, federal program contract management, case management, eligibility determination, and/or social services grant coordination.

Substitution of Graduate Education for Experience: Graduate course work in any social services field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Substitution of Experience for Education: Additional full-time professional experience in a field as listed above may substitute for the required education on a year-for-year basis to a maximum of four years.

OR

Experience equivalent to three years in human services work as a state employee or as a individual under contract with the State of Tennessee.

Target Range:

The target range for the DHS Program Specialist position is **\$44,004 – \$54,936**. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Benefits Information:

For more information about employee benefits open our [DHS Employee Benefits brochure](#) in a new tab.

DHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

DHS Vision:

To revolutionize the customer experience by growing capacity to reduce dependency.

DHS Values:

- High Performance
- Collaboration
- Continuous Improvement
- A shared Vision
- Customer-Centered Solutions