

## Pre-Employment Transition Specialist Pre-ETS Specialist

**Job Location: Madison County (Hybrid)**

Click [here](#) to apply by August 4, 2025

### ABOUT POSITION

The Division of Rehabilitation Services, Vocational Rehabilitation (VR) Program, seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources. The Pre-Employment Transition Specialist provides an integral role in the coordination and provision of [Pre-Employment Transition Services](#) (Pre-ETS) across the state of Tennessee to in-school students with disabilities ages 14-22 years old, as a part of the Tennessee Vocational Rehabilitation (VR) program. The Pre-ETS Specialists must effectively communicate and coordinate service delivery through a network of Pre-ETS providers to best equip students for successful transition into postsecondary employment, education, and independent living. A strong emphasis is placed on the position competencies (listed below), along with passion and expertise in supports and resources for students with disabilities transition out of high school.

### RESPONSIBILITIES

- Coordinate and/or provide Pre-ETS to students in the assigned coverage area
- Travel to local education agencies (LEAs) for service provision, quality improvement observations, and coordination of services
- Provide students, families, and teachers with information about additional VR supports and services
- Promote the provision of Pre-ETS to unserved/underserved schools through one-on-one meetings, community events, transition fairs, etc.
- Collaborate with internal and external stakeholders to guide person-centered in the development of effective transition and employment plans
- Serve as a regional/community expert on Pre-ETS and provide linkages to other post-school services and supports
- Effectively manage the documentation of monthly service reports and data entry in alignment with the Workforce Innovation Opportunity Act and VR policies

#### 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

Click [here](#) to find  
out more about  
unique benefits:

- Pension
- 401K Match
- Family Tuition
- 12 Paid Holidays
- Career Mentoring
- Emotional Health/Wellness Programs

#### Target Range

**\$34,404 – \$42,936**

The directly related  
experience, knowledge,  
skills and abilities of the  
selected candidate will  
determine the actual  
salary offer.

## QUALIFICATIONS

- **Education and Experience:** Graduation from an accredited four-year college or university with a bachelor's degree and one year of full-time professional-level experience in social work, human services work, counseling, clergy, education, nursing, or full-time rehabilitation experience involved in determining eligibility criteria, counseling, or planning rehabilitation services for persons with disabilities.
- **Substitution of Education for Experience:** Additional graduate coursework in vocational rehabilitation, a social science, or a behavioral science may be substituted for the required experience on a year-for-year basis, to a maximum of one year.