

## **VR Support Coordinator**

### **Vocational Rehabilitation**

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

**Click [here](#) to apply by: February 9, 2026**

#### **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 VR Program provides a variety of individualized services to persons with disabilities in preparation for their employment in the competitive labor market. Services provided that reduce or eliminate disability related barriers to employment may include counseling and guidance, training, maintenance and transportation, transition services from school to work, personal care assistance, rehabilitation technology services, job placement, post-employment services, supported employment, and independent living services.

Under the general supervision of a Vocational Rehabilitation (VR) Region 7.2 Field Supervisor, the VR Support Coordinator is primarily responsible for professional collaboration with VR Counselors. This classification will also serve as a liaison between customers and internal and external partners; performing duties of average difficulty and performing related work as required. VR Support Coordinators will engage with multiple colleagues across disciplines to ensure a successful customer experience. By utilizing their education and experience, the VR Support Coordinator will connect the person to resources, training, and other support services to ensure they are prepared to enter the workforce, or return to the workforce, in the field of their choosing.

#### **RESPONSIBILITIES**

- Gathers information, completes applications, and conducts interviews related to customer employment objectives and needs for successful employment as part of the intake process.
- Collects required documentation to assist the Vocational Rehabilitation (VR) Counselor in determining eligibility and developing an Individualized Plan for Employment for VR services.
- Communicates effectively and timely with VR Counselors regarding all aspects of an individual's successful journey through the VR program.
- Establish, maintain, and strengthen relationships with community partners at the local level including American Job Centers and One Stops in assigned region.
- Makes recommendations to VR Counselors for needed assessments based on intake discussions such as outside evaluations and career interest assessments. Conducts individualized career assessments based on VR Counselor recommendations and provides career exploration as needed.
- Ensures Vocational Rehabilitation Policy Manual and Community Rehabilitation Providers User Guides are followed accordingly for codes, fees, and service descriptions. Documents actions accurately and timely in the electronic case management system.
- Reviews documentation provided from the Community Rehabilitation Providers for timeliness, accuracy, and quality of information.

#### **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

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:**

**\$43,572 – \$54,396**

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



- Coordinates with VR Counselor regarding engagement of customers as needed to ensure timely progression of employment goals. Establishes working relationships with customers and facilitates two-way communication.
- Assists in increasing referrals by attending events and providing information and building relationships with internal and external partners such as community outreach referrals, business services units, community rehab providers, and local education systems.

## QUALIFICATIONS



**Education and Experience:** Bachelor's degree and one year of full-time professional or paraprofessional experience in a social science, social services, career development/counseling, or working with individuals with disabilities.

**Substitution of Experience for Education:** Additional full-time experience as listed above may substitute for the required education on a year-for-year basis.