

**TN**Department of
Human Services

Pre-Employment Transition Specialist Pre-ETS Specialist

Job Location: Davidson 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 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.

This position is currently designated AWS- Alternative Workplace Solution. Any position could ultimately be designated as work from home, mobile work or free address.

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

\$34,752 – \$43,368

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

QUALIFICATIONS



Education and Experience: Bachelor's degree.

Substitution of Experience for Education: Full-time professional or para-professional experience in social services, human services, education, or experience determining eligibility or planning rehabilitation or employment services for individuals with disabilities may substitute for the required education on a year-for-year basis.