

## VR CAREER TRAINING SPECIALIST

### TN Rehab Centers

**Job Location: Sumner County**

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

#### 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.

#### ABOUT POSITION

This classification works under general supervision and is responsible for Vocational Rehabilitation (VR) Career Training Specialist duties of routine difficulty; and performs related work as required. An employee in this class is responsible for assisting and supporting customers in their pursuit of career opportunities. This position delivers a broad array of individualized community-based services based on the unique needs of the customer. This class differs from the VR Career Training Coordinator in that the latter is responsible for cultivating and maintaining workforce partnerships to increase employment opportunities for VR customers.

#### RESPONSIBILITIES

- Supports and delivers individualized, person-centered services based on the unique needs of the customer according to the referral source.
- Researches training opportunities such as certifications, apprenticeships, and internships with the customer to assist in achieving employment objectives. Explores social capital contacts with customer concerning their career profile needs.
- Assists customer in the creation of a professional email account. Supports customer in creating and operating on-line job-search accounts through the Department of Labor or other relevant sources. Assists customer with completing and submitting physical or virtual job applications and professional resumes.
- Facilitates virtual and/or in-person job shadowing. Conducts tours of local businesses with customers to assist in identifying career interests.
- Conducts or coordinates mock interviews with customers and utilizes other virtual mock interview applications as appropriate to assist customers.
- Identifies independent living resources in the local community to assist with community access and inclusion. Assists customers with identifying, exploring, and utilizing transportation opportunities such as preparing for a driver's exam or learning local transportation routes.

#### QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and one year of full-time professional-level experience in one of the following fields: business management, education, training, employment or career consulting/counseling, human resources, social services or human services case management, or vocational rehabilitation.

**Substitution of Experience for Education:** Full-time professional-level experience in one of the following fields: business management, education, training, employment or career consulting/counseling, human resources, social services or human services case management, or vocational rehabilitation may be substituted on a year-for-year basis.

**Substitution of Education for Experience:** Any additional graduate coursework in any field above may substitute for the required experience on a year-for-year basis.