

VR CAREER TRAINING COORDINATOR

Job Location: Madison 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:

\$48,684 - \$60,936

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

ABOUT POSITION

This position works under general supervision and is responsible for Vocational Rehabilitation (VR) Training Coordinator duties of routine difficulty; and performs related work as required. An employee in this class is responsible for cultivating, maintaining, and coordinating workforce partnerships to increase employment opportunities for customers. This position coordinates community-based services with support of the local stakeholders and provides a broad array of individualized services to individuals on their employment path. This class differs from VR Career Training Specialist in that the latter supports customers in their pursuit of individualized career opportunities in the community and performs these duties within a specific, limited field and function.

RESPONSIBILITIES

- Cultivates, maintains, and coordinates collaborative workforce partnerships by explaining and describing programs and services to a variety of audiences such as local Chambers of Commerce, businesses, government entities and other community partners throughout the local community. Develops and maintains ongoing relationships in the community to increase referrals and applications to the VR Program.
- Assists in the development of long-range objectives and strategies to achieve Community Tennessee Rehabilitation Center (CTRC) program goals and objectives. Identifies nominations for the CTRC Advisory Board and identifies opportunities to engage approved board members in the community-based service delivery model.
- Plans and conducts quarterly CTRC advisory board meetings and related board meetings as required. Participates in local labor workforce board meetings.
- Develops and coordinates community-based training and career exploration services such as apprenticeships, internships, and work-based learning for the customer with local businesses in collaboration with internal stakeholders. Collaborates on community-based service delivery with internal and external stakeholders.

QUALIFICATIONS

Education and Experience: Bachelor's degree and three years of full-time professional experience in business management, education, training, employment or career consulting/counseling, human resources, social services or human services case management, or vocational rehabilitation.

Substitution of Education for Experience: Qualifying graduate coursework may substitute for the required experience on a year-for-year basis up to two (2) years.

Substitution of Experience for Education: Additional qualifying full-time professional experience in a field listed above may be substituted for the required education on a year-for-year basis.