

DHS BLOCK GRANT COORDINATOR

Child Care and Community Service

Job Location:

STATEWIDE (REMOTE)

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by August 17, 2026.

About Position:

This vacancy is within the Tennessee Department of Human Services (TDHS), Division of Child Care and Community Service. This classification performs human services block grant and program evaluation, coordination, consultative, and operational work of average difficulty. An employee of this class is responsible for grant contract procurement, management of invoicing, program coordination and monitoring, policy and procedure drafting, and the provision of technical assistance through statewide travel and electronic means. This class differs from that of DHS Program Specialist in that an incumbent of the latter evaluates program delivery or interprets policy and procedures for subordinate staff and may receive technical assistance from an employee in this class. This class differs from that of DHS Program Manager in that an incumbent of the latter supervises policy and procedure development.

Responsibilities:

- Develops and facilitates a statewide learning community based on best practices, that evolves to meet the needs of providers and customers they support through a customer-centered approach and a process of continuous quality improvement.
- Audits and processes invoices by collecting and compiling regular service reports from providers, reviewing and approving invoices and budget revisions to facilitate payment by defined deadlines.
- Monitors provider adherence to policy and provides Training and Technical Assistance (TTA) based on identified areas of non-compliance or upon request by internal and external entities. Reviews program and provider activities, to verify information and confirm accuracy through the course of intermittent site visits.
- Facilitates the annual contracting process through consultation with leadership, team members, and provider staff regarding needed changes to contracts and facilitating the amendment process, as needed.
- Reviews, writes, and develops Block Grant policies and procedures based on federal requirements to improve the quality and effectiveness of services provided by DHS.

- Contributes to the development of annual reports to federal partners and drafts memoranda to providers in response to findings and other notifications as needed.
- Assists in the development and implementation of long-range objectives and strategies to achieve program goals to increase efficiency. Reviews and makes recommendations for changes to program delivery and services to enhance compliance with federal requirements.
- Resolves provider and/or client complaints regarding block grant services and refers to appropriate staff for resolution.

Qualifications:

- Bachelor's degree and three years of professional full-time experience in public policy development, budgeting and invoicing, monitoring or compliance of a state or federally-funded program, auditing, accounting, and/or social or human services grant or contract coordination.
- Substitution of Experience for Education: Additional experience in one of the above fields may substitute for the required education on a year-for-year basis.
- Substitution of Graduate Education for Experience: Graduate course work in business administration, public policy, public administration, social or human services, mathematics, statistics, accounting, or finance may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

OR

- Experience equivalent to four years' grant coordination, grant management, or grant operations work as a state employee or as an individual under contract with the State of Tennessee.

Target Range:

for the DHS Block Grant Coordinator position is **\$43,572 - \$54,396**. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Benefits Information:

For more information about employee benefits open our [DHS Employee Benefits brochure](#) in a new tab.

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