

Field Supervisor 2 – Campus Life Supervisor

Rehab Services – TRC Smyrna Client Services

Job Location:

Rutherford County

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by August 31, 2026.

About Position:

The Tennessee Department of Human Services is announcing a vacancy for a Campus Life Supervisor. This position is housed within the Campus Life Department at the Tennessee Rehabilitation Center (TRC) in Smyrna and plays a critical role in supporting students with disabilities as they build the soft skills, independent living skills, and workplace behaviors needed for long-term success. The Campus Life Supervisor oversees the Campus Life team, including dormitory operations and Campus Life Assistants who work 2nd and 3rd shift, ensuring that nightly and weekend campus operations run safely, smoothly, and in alignment with DHS and TRC's mission, vision, and values.

Serving as the Night Administrator on 2nd shift, the Campus Life Supervisor provides leadership, guidance, and decision-making that directly affect campus functioning and student support. The role requires strong collaboration with internal partners, including the VR Service Manager and Registered Nurse 3, to maintain consistent communication, continuity of care, and coordinated service delivery across departments.

By modeling professionalism, maintaining clear expectations, and fostering a safe and structured residential environment, the Campus Life Supervisor strengthens each student's ability to succeed in training, community living, and employment settings. This position is essential to TRC's commitment to empowering individuals with disabilities to achieve greater independence through high-quality, person-centered services.

Responsibilities:

- Lead the daily operations of the Campus Life department and ensure alignment with DHS and TRC's mission, vision, and values.
- Coordinate the medication observation process when necessary.
- Monitor the Campus Life department performance in relation to divisional goals.
- Create performance goals and set deadlines that align with departmental and divisional goals.

- Coordinate student activities and work ready trainings.
- Make essential decisions that affect Campus Life.
- Work directly with students and families to resolve issues as needed.
- Collaborate with the Registered Nurse 3.
- Explains and interprets departmental policies and procedures and interprets rules and regulations to appropriate parties to ensure consistency of information. Review current procedures and update as needed.
- Fill in for Campus Life staff when needed.
- Investigate, responds, and resolves complaints and other disputes among staff, customers, and other sources to provide the most effective use of program resources and positive outcomes through mediation, discussions, or other problem solving techniques deemed appropriate.

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional social services work.
 - Substitution of Education for Experience: Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two years (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).
 - Substitution of Experience for Education: Four years of professional social services work with the State of Tennessee.
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Target Range:

for the DHS Quality Assurance Reviewer position is **\$61,200 - \$76,476**. 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