

VR TRAINING SPECIALIST

TN Rehab Centers

Job Location:

Putnam County

Job Application:

To apply for this position, visit our [Apply Here](#) web page in a new tab by October 19, 2026.

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.
- Research training opportunities such as certifications, apprenticeships, and internships with the customer to assist in achieving employment objectives. Explores social capital contacts with customers concerning their career profile needs.
- Assists customer in the creation of a professional email account. Supports customers in creating and operating on-line job-search accounts through the Department of Labor or other relevant sources. Assists customers 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. Assist customers with identifying, exploring, and utilizing transportation opportunities such as preparing for a driver's exam or learning local transportation routes.

Qualifications:

- 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.
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Target Range:

The target range for the VR CAREER TRAINING SPECIALIST position is **\$44,004 – \$54,936**. 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.

TDHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

TDHS Vision:

To revolutionize the customer experience by growing capacity to reduce dependency.

TDHS Values:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions