



## Rehab Assistant

Job Location: TRC-Smyrna – 460 9<sup>th</sup> Ave. Smyrna, TN 37167

### ABOUT POSITION

A Rehab Assistant will ensure the safety and well-being of the students at the TRC Campus Dormitory/Apartments during out-of-class hours; provide instruction to students in appropriate social interactions; ensure basic self-care and hygiene skills, and home management skills. This position provides one-on-one and group learning opportunities to students for improving professional and social skills; assists students to achieve their goals for independence and employment success; works directly with students and co-workers to establish trust and teamwork; makes students and their needs a primary focus. The ideal candidate pursues everything with energy, drive, and a need to finish to achieve results. This position is for 2<sup>nd</sup> and 3<sup>rd</sup> shift.

### RESPONSIBILITIES

Major Duties and Responsibilities: Monitor the dorm desk and assist students and visitors; ensure proper sign-in and sign-out procedures are followed; record and maintain accurate documentation (such as the student roster, nightly bed check forms and progress notes); provide learning opportunity for students to independently perform self-medication skills by hands-off observation; know and implement safety procedures in emergency situations; enter maintenance work orders; offer support services to students for behavior management and case management; communicate information with other departments and shifts; demonstrate active listening skills; assist students to problem solve and resolve peer conflicts appropriately.

Minor Duties and Responsibilities: Be moderately proficient in computer skills; transport students on community outings as scheduled or to the ER as needed; assist in cleaning and maintaining a clean work environment in student living areas; plan and participate in activities with students, monitor common areas of the campus, or other tasks as assigned.

#### DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

#### DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

#### DHS VALUES:

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

#### Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 11 Paid holidays
- Career Mentoring
- Emotional Health/Wellness Programs



## QUALIFICATIONS

### Education and Experience:

- Education equivalent to graduation from a standard high school AND experience equivalent to three years of full-time experience in teaching, teaching assistance, training, manufacturing, or production control work, or in providing services to handicapped clients.
- Substitution of Experience for Education: Qualifying experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.
- Substitution of Education for Experience: Additional college coursework in education, a social or behavioral science, business management, production management, or other related field may be substituted for the required experience on a year for-year basis.

### Competencies

- Problem-Solving
- Teaching
- Effective Communication
- Accurate documentation

For Information regarding State of Tennessee benefits please [click here](#).

### How to apply:

- To be considered for the Rehab Assistant position with the Tennessee Department of Human Services external applicants must also apply online at <https://www.tn.gov/careers/apply-here> by June 1, 2022 at 11:59pm Central Standard Time.
- Active state employees apply for career opportunities directly through [Edison self-service](#).
- Target Range: \$29,256 – \$35,676. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*