



Department of **Human Services**

Rehabilitation Assistant

Job Location: The position can be housed within Putnam County or surrounding counties. "This position is currently designated AWS- Alternative Workplace Solution. Any position could ultimately be designated as work from home, mobile work or free address."

ABOUT POSITION

The Division of Rehabilitation Services, Independent Living (IL) Program, provides a variety of individualized services to persons with severe vision loss to support them in achieving their goals for living independently consistent with their strengths, priorities, and resources. Services provided can reduce or eliminate disability related barriers to performing daily living activities in the home and in the community. Under the general supervision, of a Field Supervisor 1 (FS1), the Rehabilitation Assistant provides one on one training to customers in aspects of communication and daily living skills. Training may include and is not limited to; adaptive techniques used for cooking, money identification, introduction of braille, proper use of magnification, color, contrast, and lighting to enhance functional vision. The provision of counseling and guidance, focus on supporting individuals in setting goals for independence, adjusting and coping in living with vision loss and accessing resources to build supports in maintaining independence in the community.

RESPONSIBILITIES

- Utilize case management systems for documentation of case work to drive case progression.
- Strengthen local relationships to increase community awareness and support customers in achieving their independent living goal through networking and outreach to assigned coverage area.
- Evaluate individuals progress in meeting goals for independence and recommend adjustments of training and services.
- Practice person-centered thinking and planning.
- Active listening to customers and problem solving with the person is vital to success in this role.

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
- Paid holidays
- Career Mentoring
- Emotional Health/Wellness Programs



QUALIFICATIONS

- 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 individuals with disabilities.
- 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

- Customer Focus
- Problem Solving
- Perseverance
- Time Management
- Ethics
- Creativity
- Conflict Management

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 <https://www.tn.gov/careers/apply-here.html> by 6/1/22 at 11:59pm Central Standard Time.
- Active state employees apply for career opportunities directly through **Edison self-service**.
- Target Range: \$21,432 – \$27,852. 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.