



Voc Rehab Safety Coordinator

(Vocational Rehabilitation) Job Location: 460 Ninth Avenue, Smyrna, TN

ABOUT POSITION

The Voc Rehab Safety Coordinator is a vital part of the Campus Life team at the Tennessee Rehabilitation Center-Smyrna (TRC-S). This position is part of the Campus Life leadership team. The Safety Coordinator is responsible for the safety and security of all students. The position takes an educational role with the students to teach them community safety, personal safety, and safety in a dangerous situation.

The Safety Coordinator will supervise members of the Campus Life team. Development and coordination of community based, and on-campus activities are important parts of this role. The Safety Coordinator will serve as Night Administrator and will work afternoons/evenings and some weekends.

As TRC-S continues to transform and provide more services to students in the community, it is very important for them to know the Smyrna area and how to be safe in their surroundings. This is the role of the Safety Coordinator. This position provides the students with Smyrna community landmarks, how to leave campus safely and what to do in the case of an emergency. The coordinator will begin writing curriculums and lesson plans for these courses.

RESPONSIBILITIES

- Direct supervision of Campus Life team members
- Conduct staff meetings and training sessions
- Create staff schedules to ensure adequate coverage and fill in as needed
- Serve as Night Administrator
- Responsible for Crisis Response and campus safety policy and procedure development
- Provide a full range of institutional and other campus safety activities for the Tennessee Rehabilitation Center
- Keeps staff informed of all changes to the Crisis Response Policy or other safety procedures on campus to ensure the safety, health, and welfare of students and staff
- Schedules frequent emergency drills on campus and documents the results of those drills to ensure the safety, health and welfare of clients and staff
- Works with the students regarding social skills, anger management, independent living skills, and other behaviors to provide rationale of how they can affect their safety in the home, community, or the workplace

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

- Graduation from an accredited college or university with a bachelor's degree in social work, psychology, behavioral science, education, safety, or a related field and experience equivalent to one year of full-time training/instructional work or work with persons with disabilities.
- Substitution of Education for Experience: Qualifying graduate coursework from an accredited college or university may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.
- Complete a criminal history disclosure form in a manner approved by the appointing authority.
- Agree to release all records involving their criminal history to the appointing authority.
- Supply a fingerprint sample prescribed by the TBI based criminal history records check.

Competencies

- Bullet point the desired competency requirements of the position.

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

How to apply:

- To be considered for the VR Safety Coordinator position with the Tennessee Department of Human Services external applicants must also apply online at <https://www.tn.gov/careers/apply-here> by May 25, 2022 at 11:59pm Central Standard Time.
- Active state employees apply for career opportunities directly through [Edison self-service](#).
- Target Range: \$31,644 – \$41,148. 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.

DHS Job Posting Template Instructions

To be used for all Executive Service Jobs (and hard-to-fill Preferred Service Jobs)

NOTE: Preferred Service may also use the new template where the current KSACs posted does not clearly describe the job responsibilities (example: generic Program Specialist & Program Coordinator KSACs might require a specific detailed description of the job).

Embedded on the left side of each job posting are the DHS mission, vision and values as well as unique benefits of state employment in order to more fully brand DHS as an employer of choice with a strong service-centered mission.

1. Position Title - List the DHS Position Title of the Job

2. Working Title - If necessary, provide working title (e.g. If the job will be posted externally, please determine if a more appropriate market title would advertise the job more accurately).

3. Job location - Provide the location of the advertised position.

4. About Position - Provide a broad summary of the job's division or program area, including position responsibilities. It will be important for the candidate to understand the focus and responsibilities of the division to generate interest.

5. Responsibilities - Outline primary responsibilities of the position. It is recommended to bullet point responsibilities beginning with an active verb. Include all aspects of job: number of direct and indirect reports; location of other counties supported; travel expected; other specifics that might influence the candidate's interest

6. Qualifications - Bullet point the education and experience requirements of the position. Include the ideal education/experience desired but align with similar positions with same classification level.

7. Competencies - Bullet point the desired competency requirements (recommend 5-7) of the position. Competencies would indicate expected behaviors for the position and will be foundational for the interview process.

Link to information on Tennessee state benefits is also provided because we want to provide potential candidates with a view of benefits or total compensation beyond salary to make the job more attractive.

8. How to Apply

- Provide instructions on how applicants can apply for the position: title to be used in subject line.
- Provide information on the salary range of the position (i.e. minimum to midpoint salary). To support individuals with more or less experience that could be hired, please use the following disclaimer: "The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer."

9. Include statement on general background checks and additional requirements for positions that require access to Federal Tax Information (i.e. fingerprinting). See your HR representative for positions requiring access to Federal Tax Information (FTI).

Information on Alternative Workplace Solutions (AWS) and the State of Tennessee's non-discrimination policy is provided at bottom of job posting template.

Note: Recommend limit job posting length to no more than two pages.