



Department of  
**Human Services**

## Vocational Rehabilitation Counselor - Masters

**Job Location:** The position will be housed in Montgomery but will provide services in Dickson and Humphreys Counties

### ABOUT POSITION

The Division of Rehabilitation Services, Vocational Rehabilitation (VR) Program, seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources. The VR Program provides a variety of individualized services to persons with disabilities in preparation for their employment in the competitive labor market. Services provided that reduce or eliminate disability related barriers to employment may include counseling and guidance, training, maintenance and transportation, transition services from school to work, personal care assistance, rehabilitation technology services, job placement, post-employment services, supported employment, and independent living services.

Under the general supervision of a Vocational Rehabilitation (VR) Region 5 Field Supervisor, the VR Counselor is primarily responsible for providing counseling and guidance services to individuals with disabilities in Middle TN. Counseling and guidance will focus on supporting individuals with disabilities in achieving their desired career goal and will be used to set a clear path in pursuing that goal. The VR Counselor may help an individual that is unsure if they want to work, what they want to do, or what skills they can offer employers. By utilizing their education and experience, the VR Counselor will connect the person to resources, training, and other support services to ensure they are prepared to enter the workforce, or return to the workforce, in the field of their choosing.

### RESPONSIBILITIES

- Utilize case management system to drive case progression. Documentation of case work must be included in case file and deadlines to meet milestones must be met.
- Coordination of services in collaboration with local partners. Counselor will be responsible for strengthening relationships to better support customers in achieving their employment goal. This will require networking and outreach to assigned coverage area.
- Maintain consistent contact with customers on caseload. Frequency will vary and Counselor will be able to increase communication as needed.

#### 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



- Provide information to customers about their career goal. This may include counseling on areas of interest to narrow down a specific job field, requesting evaluations or assessments to assist in identifying interests or skills, and reviewing labor market data for trends in the customer's desired work location.
- Counselor must practice person-centered thinking and planning. Active listening to customers and problem solving with the person is vital to success in this role.
- Partner with Pre-Employment Transition Specialists to support young adults as they transition out of high school and into the workforce or post-secondary program.

## QUALIFICATIONS

- Graduation from an accredited four-year college or university with a master's degree in Rehabilitation Counseling

### OR

- Graduation from an accredited four year college or university with a master's or completion of a doctoral program in a related field of study with course content that emphasizes rehabilitation, counseling, disability, therapy, health, employment, wellness, or human development within 90 days of hire must enroll, at their own expense, in an approved educational plan that will result in the completion of the following courses: Professional Orientation & Ethics in Rehabilitation Counseling, Medical & Psychosocial Aspects of Disabilities, Theories & Techniques of Counseling within thirty-six months from the date of hire).

### Competencies

- Problem Solving
- Directing Others
- Priority Setting
- Perseverance
- Building Effective Teams
- Time Management
- Ethics

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

### How to apply:

- To be considered for the Vocational Rehabilitation Counselor – Masters position with the Tennessee Department of Human Services you must also apply online at <https://www.tn.gov/careers/apply-here.html> by 6/1/2022 at 11:59 am Central Standard Time.
- Target Range: \$38, 472 - \$50, 004. 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.*