TN Department of Human Services

Vocational Rehabilitation Counselor - Masters

Vocational Rehab – Field Operation

Job Location:

Shelby County (HYBRID)

Job Application:

To apply for this position, visit our **Apply Here** web page in a new tab by **November 16, 2026**.

About Position:

This vacancy is within the Tennessee Department of Human Services (TDHS), 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 9 Field Supervisor, the VR Counselor is primarily responsible for providing counseling and guidance services to individuals with disabilities in West 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.

- 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.
- Counselors 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:

- Master's degree in Rehabilitation Counseling
  OR
- Master's or doctoral degree in a related field of study with course content that emphasizes rehabilitation, counseling, disability, therapy, health, employment, wellness, or human development
  AND
  - Within 90 days of hire must submit an educational plan for approval and apply for admission to an accredited university for enrollment of additional required courses. Within six months of hire must enroll, at their own expense, in the following courses in accordance with their education plan: Professional Orientation & Ethics in Rehabilitation Counseling, Medical & Psychosocial Aspects of Disabilities, Theories & Techniques of Counseling and satisfactorily complete all within thirty-six months from the date of hire.
    OR
  - Within 90 days of hire, submit a request for a preview, at their own expense, to the Commission on Rehabilitation Counselor Certification (CRCC) that results in confirmation that they meet the eligibility criteria to test for the Certified Rehab Counselor Certification and provide official notification from the CRCC.
    OR
  - Have an active Certified Rehab Counselor Certification from the CRCC.

Target Range:

The target range for the Vocational Rehabilitation Counselor position is **$49,176 - $61,548**. 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.

DHS Mission:

Strengthen Tennessee by Strengthening Tennesseans

DHS Vision:

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

DHS Values:

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