

Position Announcement

Superintendent of the Tennessee Rehabilitation Center Vocational Rehabilitation Program Tennessee Department of Human Services Division of Rehabilitation Services

The Department of Human Services, Division of Rehabilitation Services is now accepting resumes for the position of Superintendent of the Tennessee Rehabilitation Center at Smyrna. The TRC-Smyrna with a team of over 100 professionals is one of only eight comprehensive, residential vocational training centers in the nation. Serving clients from the Vocational Rehabilitation Program from across the state, the center provides vocational training programs; medical evaluations and career assessments to assist eligible VR clients obtain competitive integrated employment outcomes.

Under the general supervision of the Director of Operations for the Division, the Superintendent is responsible for the planning, organizing, directing and overall day to day administrative operations of the center. The Superintendent leads an interdisciplinary team of professionals and other support staff in maintaining a high level of accountability through various functions and strategic planning. The center offers a residential component which is maintained twenty four hours a day, seven days a week. The Superintendent is responsible for the work outcomes of various programs as well as assisting in the development/execution of new programs and initiatives to align with the mission of employment services for individuals with disabilities as outlined by the Workforce Innovation and Opportunity Act.

Minimum Requirements:

- Bachelor's Degree in Business, Counseling, facilities management or related Human Services Field.
- Three years of experience successfully leading and supervising midlevel managers
- Prior experience managing medium to large budgets
- Three years of leadership experience supervising and/or managing a medium to large team of professionals with a full & wide- ranging knowledge of related statutes, rules and regulations.

Preferred Qualifications:

- Master's Degree in Rehabilitation Counseling **OR** closely related Human Services field.
- Experience communicating and presenting information to large groups, including stakeholders, community partners and customers.
- Experience managing a school, medical or other related multi-building residential facility.
- Knowledge of the local, state and federal laws, rules and regulations applicable to a residential rehabilitation facility.

The Superintendent of the Tennessee Rehabilitation Center will be required to travel as needed with an official workstation and office located in Smyrna, Tennessee. Smyrna is located 25 miles from downtown Nashville, TN.

Salary: Commensurate with qualifications

How to Apply:

Submit your letter of interest and resume detailing your experience in meeting the above requirements for the Superintendent of the Tennessee Rehabilitation Center position to:

Department of Human Services

ATT: Barbara.J.Davis

You may email your resume:

Barbara.J.Davis@tn.gov

Deadline for submission:

October 30, 2016