

Disability Rights Tennessee seeks a State TBI Service Coordinator

Empower Middle Tennesseans living with traumatic brain injury (TBI) by providing direct advocacy, connect people to services, and strengthen community support systems.

In this role, you will:

Provide individualized advocacy, information & referral, and service linkage for people with TBI; Travel throughout Middle Tennessee to meet clients and partners; Plan, lead, and grow local TBI support groups; Build strong community partnerships with hospitals, schools, rehabilitation centers, nonprofits, and other service providers; and Train community members and professionals on TBI-related issues.

Who We Are

Disability Rights Tennessee (DRT) is a non-profit agency that assists, advocates for, and protects the rights of Tennesseans living with disabilities and/or mental illness through the services of nine programs. DRT was founded in 1978, and as of today has served over 57,000 Tennesseans through support and resource connection; advocacy and legal representation; investigation and monitoring; or education and outreach. DRT is funded by federal grants, state contracts, private donations, and other sources. Learn more at www.DisabilityRightsTN.org.

What You'll Do

As the State TBI Service Coordinator, you will:

- **Run a Family Support Center** for the specified counties in the contract.
- Identify and **build relationships with potential referral sources** throughout the service area.
- Evaluate whether clients qualify, carry out intake processes, and **create tailored service plans** for each individual.
- **Document** all client interactions and maintain confidential client records.
- **Follow up** on referrals to ensure individuals receive needed services and resource connections
- **Support** clients in obtaining essential services and benefits, while encouraging them to maintain their independence.
- Develop and form local **brain injury support groups** (in-person and/or virtual).
- **Educate** professionals and the community on TBI and related topics.
- Support the creation of media advisories and help launch local campaigns focused on preventing brain injuries.
- **Travel** to Nashville or other designated locations for annual and quarterly meetings, as needed.
- Assist with program evaluation and **reporting activities**.
- Attend regular meetings and check-ins

Keys to Success: Qualifications, Knowledge, Skills and Abilities

You'll thrive in this role if you bring::

- Commitment to the mission, vision, and values of DRT
- Organizational skills and time management abilities
- Professional judgment and attention to detail
- Communication skills suitable for interacting with individuals who have complex or supported ways of communicating
- Excellent critical thinking, research, and evaluation skills
- Proficiency in Microsoft 365, Adobe, Word, Teams, and/or Outlook
- Professional presentation skills
- Creativity and initiative
- Capacity to work independently in a remote setting
- Team communication and collaboration

What Else You Should Know

- Bachelor's degree in Social Work, Nursing, Public Health, or related field; substantial relevant experience may substitute for formal education.
- Knowledge and/or experience with traumatic brain injury and/or disability resources, preferred.
- Certification by the Academy of Certified Brain Injury Specialist (ACBIS) strongly encouraged.
- The position is full-time.
- Must have access to highspeed internet and private workspace to work remotely when needed.
- Personal transportation, a valid TN driver's license, and insurance are required.
- Business travel expenses are reimbursed, and rental cars are provided for travel exceeding 150 miles roundtrip.
- Equipment and technology will be provided by DRT.

This position begins at \$49,500, and the exact salary depends on experience, education, certification, licensure, and/or other applicable skills. We offer excellent benefits including flexible schedule, remote work, parental leave, paid federal and state holidays, 401K, FSA, and insurance options including medical, vision, dental, life, and disability.

What Now?

If this description fits you, please **submit** your resume and cover letter to **Ann Anderson, Director of Human Resources and Finance (AnnA@DisabilityRightsTN.org)**.

If you have **questions** about the position, reach out to **April Mancino-Rosete, Program Director (AprilM@disabilityrightstn.org)**.