



Job Title: **Career Specialist**

Location: Sevierville, Tn.

Hourly rate: \$20.00

Employment Status: Full-time

### Duties/Responsibilities:

- Case management work involves determining eligibility, selection and enrollment of participants in the Workforce Innovation & Opportunity Act (WIOA) program.
- Maintain contact with assigned caseload to ensure participation and completing of program objectives.
- Assist with the management of the American Job Centers (AJC) and coordination of all program services available to participants.
- Conduct program orientations for groups and/or individuals.
- Facilitate the identification of training and/or employment barriers for participants.

### Why Join Our Team:

- Monday - Friday
- Flexibility
- Work-Life Balance
- No weekends
- Excellent Benefits
- Travel Reimbursement or Company Vehicle

### Qualifications/Requirements:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Human Services, Social Work, Counseling, Business, or closely related field, or any equivalent combination of education and/or experience.
- Experience in career counseling workforce development, or related field preferred
- Strong interpersonal and communication skills;
- Valid Tennessee Driver license.

### Full Time Benefits:

- 401k State of TN Retirement (Retire Ready)
- Annual/Sick Leave
- State of TN Health Insurance
- Dental Insurance
- Vision Insurance
- Teladoc
- 14 Paid Holidays
- Longevity Pay

#### ***Additional Benefits:***

- Wireless Cellular Discount (Selected Carriers)
- Qualified Employer Under Public Service Loan Forgiveness Program (PSLF)
- Limited AFLAC Policies

### Interested?

Visit <https://ethra.e3applicants.com/> to apply and submit resumes. Accepting resumes through **7/23/2026**. To be considered for the position, all applicants must apply at the above link.

*East Tennessee Human Resource Agency, Inc. is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, sexual orientation, gender identity, or other legally protected status.*

***Disclaimer:*** *This position requires a criminal background. Therefore, you may be required to provide information about your criminal history in order to be considered for this position.*