

JOVEN, INC.

POSITION ANNOUNCEMENT

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CHILDREN'S SERVICE COUNSELOR

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**SUMMARY**

This position is responsible for assisting the JOVEN team in its implementation of scheduled services both individually and family based to participants as well as school-based services.

**DUTIES AND RESPONSIBILITIES**

Provides school-based direct services to participants but are not limited to individual and family counseling, backup intake as necessary, case management, mentoring, home visits (depending on division requirements), school contacts, and curriculum based groups programming. Accesses or facilitates referrals to additional resources to meets the needs of the participants. Provides additional services through community presentations and collaborations as well as service contracts with other schools and organizations. Accurately completes all service documentation and data entry.

**EDUCATION**

Required: Master's degree and temporary license in counseling or social work.  
Experience with children who have been victimized.

Preferred: Master's and Licensed counselor or social worker.  
1-2 years' experience with children who have been victimized and/or at-risk.  
Experience in a community-based organization  
Community referral knowledge  
Bilingual

**EXPERIENCE**

- Strong communication skills-verbal and written.
- Excellent organizational skills with the ability to maintain composure and handle pressure.
- Experience in a community-based, youth oriented organization
- Supervisory Experience
- Experience in Microsoft Windows, Word, Excel and Outlook
- Bilingual (Spanish) preferred.
- Experience with nonprofit organizations. (not required)

**COMPENSATION**

Salary: Based on experience. Full benefits upon successful completion of probationary period.

**HOW TO APPLY**

In person: Monday–Friday, 8:30 am–12:00pm and 1:30 pm–5:00 pm  
Online: Submit cover letter and resume to: [jobs@jovensatx.org](mailto:jobs@jovensatx.org)

**\*\*Equal Opportunity Employer\*\***