

JOVEN, INC.
POSITION ANNOUNCEMENT

TITLE: Health Educator-AEP
DEPARTMENT: Prevention - DSHS
REPORTS TO: Program Director
WORK SITE: 507 E. Mayfield Blvd. San Antonio, Texas 78214

SUMMARY

This position is responsible for educating participants to respect and value themselves by presenting them with factual information that will help them make better decisions by administering curriculum in school and community sites.

DUTIES AND RESPONSABILITIES

Provides direct services to participants when includes but is not limited to school contacts, curriculum based groups, alternative recreational, cultural, and educational activities. 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, data in put if needed, filing and other required program forms complying with the procedures and timelines.

EDUCATION

- Bachelor's degree in a social service related field.

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 – 5:00 pm
Online: Submit resume to jobs@jovensatx.org

****Equal Opportunity Employer****