

Posting: Open – until filled

**JOVEN, INC.**  
**POSITION ANNOUNCEMENT**

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**TITLE:** Prevention Specialist  
**DEPARTMENT:** Prevention - DSHS  
**REPORTS TO:** Program Director  
**WORK SITE:** Kendall County (Boerne)

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**SUMMARY**

This position is responsible for assisting the JOVEN team in its implementation of all scheduled services, both directly to participants and through community schools and other cooperative efforts.

**DUTIES AND RESPONSABILITIES**

Provides direct services to participants which 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. Provide 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 services or related field.

**EXPERIENCE**

- Strong communication skills written and verbal.
- Excellent organizational skills with the ability to maintain composure and handle pressure.
- Experience in a community-based, youth oriented organization
- Experience in Microsoft Windows, Word, Excel and Outlook
- Bilingual (Spanish) preferred (not required)
- 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](mailto:jobs@jovensatx.org)

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