

Posting: Open – until filled

JOVEN, INC.
POSITION ANNOUNCEMENT

TITLE: Prevention Specialist
DEPARTMENT: Prevention - HHSC
REPORTS TO: Program Director
WORK SITE: Bexar County

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 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****