

JOVEN, INC.

POSITION ANNOUNCEMENT

CHILDREN'S SERVICE COUNSELOR DIRECTOR

SUMMARY

Under the direction of the CEO, the Children's Service Counselor Director is responsible for overseeing JOVEN's Counseling programs. Work closely with program staff, the Director is directly responsible for program implementation, achieving performance goals, and ensuring compliance with all program requirements of funding source.

DUTIES AND RESPONSIBILITIES

Adheres to the mission of JOVEN. Works collaboratively with the staff and schools or organizations to coordinate counseling services. Provides direct services to participants which includes but are not limited to individual and family counseling, backup intake as necessary, case management, mentoring, home visits (depending on division requirements), 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 input, filing and other required program forms complying with the procedures and timelines of grants and programs.

EDUCATION

Required: Master's Degree in a mental health -related field from an accredited university.
LPC, LCSW, or LMFT current and in good standing with the state of Texas.
Experience with children who have been victimized, at-risk, and cross-cultural environments.
Experience in a community-based organization.
Community referral knowledge.

EXPERIENCE

- Strong communication skills-verbal and written.
- Excellent organizational skills.
- 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

****Equal Opportunity Employer****