



**HOPE'S
DOOR**
Embracing Life Free
From Domestic Abuse

Job Posting - Domestic Violence Agency

Date of Posting - June 5, 2018

Based in Hawthorne, NY

Coordinator – Northern Westchester Risk Reduction Team Program

Overview of Agency: Hope's Door seeks to end domestic violence and to empower survivors to achieve safety, independence, and healing from the trauma of abuse. We are a highly regarded organization that has been serving victims of domestic violence since 1980. Our victim services, community education, and prevention programs provided potentially life-saving services to more than 11,000 persons last year. Our services include shelter, hotline, counseling, support groups, advocacy, information and referral, and an extensive school and community based education and awareness program.

Overview of Position: The Coordinator of the Northern Westchester Risk Reduction Team will oversee community partners dedicated to enhanced safety to high-risk domestic violence victims and to increased offender accountability. The Coordinator's primary role is to facilitate this process through assessment and the skillful coordination of services with local police departments, the District Attorney's office, and legal services providers, among other partners.

Job Activities

- Conduct Intake and Assessment of all victim referrals to the Risk Reduction Program
- Build relationships and facilitate enhanced case coordination and safety planning among partners
- Monitor all safety planning: personal, legal and law enforcement efforts
- Provide information and referrals to community resources
- Facilitate monthly team meetings
- Collect, maintain and report all pertinent data to community partners and funding sources

Preferred Skills and Experience

BA/BS Required. MA/MSW/JD a plus.

1+ years of relevant experience.

Computer Skills: Word, Excel

Must have good written and verbal communication skills.

Must be highly organized and able to multi-task.

Personal Vehicle Required

Training on Intimate Partner Abuse Provided

Come join our dedicated team and make a difference in the lives of those wounded by abuse.

Salary and Benefits

Salary Range: \$40,000 to \$44,000

Flexible Benefits with Health Plan Options – Value of \$800 per month after 3 months of service – Opt Out Provision

Life Insurance, Short and Long-term Disability

401K Participation after Year 1

Vacation: 20 days **Sick Time:** 12 days **Holidays:** 12 days

APPLICANTS PLEASE SEND RESUME AND COVER LETTER TO

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION
HOPE'S DOOR, INC., PO BOX 262, HAWTHORNE, NY 10532

E-MAIL ADDRESS

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Hope's Door is an equal opportunity employer.