



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

Job Posting Domestic Violence Agency

Date of Posting – October 12, 2018

Assistant Director – Domestic Violence Shelter 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 have served victims of domestic violence since 1980, touching the lives of 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. At Hope's Door, services are survivor-centered, empowerment-based, and affirm the inherent dignity and worth of each individual.

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

Job Responsibilities

The Assistant Director will promote best practices in trauma-informed program development, service delivery, staff supervision, and volunteer/donor cultivation. Responsibilities include:

1. Clinical and case management oversight and services, including counseling, support groups, information and referral, safety planning, danger assessments, hotline response, and advocacy with diverse systems.
2. Facilities management, fiscal oversight, and scheduling for a 19-bed domestic violence shelter.
3. Data collection, reporting, analysis, and evaluation.
4. Promotion and participation in agency-wide and community events to support the organization's goals and mission.
5. Promotion and participation in on-going education and training opportunities.

Preferred Skills and Experience

BA/BS Required. MA/MS/MSW/LMHC/LCSW preferred.

4+ years of relevant experience.

Please be knowledgeable about issues related to anti-racism, inclusivity and/or diversity.

Please be able to share rotational on-call duties approximately every 5-6 weeks.

Please have good computer skills (Word, Excel) along with good written and verbal communication skills.

Salary and Benefits

Annual Salary Range: \$48,000 to \$55,000

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

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Hope's Door policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, marital status, parental status, or political affiliation in employment and delivery of services.