



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

Job Posting for Bilingual Spanish Staff Domestic Violence Agency

Date of Posting – October 12, 2018

Hotline Advocate – Bilingual Spanish

Community Services Program
Position based in Ossining

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.

Job Activities

1. Further the mission of Hope's Door, which seeks to end domestic violence and to empower survivors to achieve safety, independence, and healing from the trauma of abuse.
2. Provide crisis response on domestic violence and dating abuse hotline.
3. Offer emotional support that fosters the empowerment of survivors.
4. Maintain and submit timely and accurate documentation.
5. Share in other administrative, community outreach, and direct service tasks.

Preferred Skills and Experience

BA/BS Preferred.
Spanish Required.
Compassionate person with good listening and communication skills.
Hotline experience a plus.
Computer Skills: Word, Excel

Training on Domestic Violence and Intimate Partner Abuse Provided

Salary and Benefits	<p>Annual Salary Range: \$26,000 to \$30,000</p> <p>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</p> <p>Vacation: 20 days Sick Time: 12 days Holidays: 12 days</p>
----------------------------	---

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: DDeFilippis@HopesDoorNY.org

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.

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