HOPE'S DOOR
Embracing Life Free From Domestic Abuse

Job Posting
Domestic Violence Agency

On Call Position-Weeknight & Weekend (including overnights) and/or Holiday Shifts

Shelter and Hotline Worker
$15 per hour

Preferred Skills and Experience

High School Diploma Required – BA/BS Preferred
1-3 years of domestic violence or crisis intervention experience preferred. Hotline a plus.
Computer Literate
Bilingual Spanish a plus

Responsibilities

1. Further the mission of Hope's Door.
2. Provide a hospitable and welcoming environment for the residents.
3. Provide emotional support, individual counseling and advocacy services that foster the empowerment of survivors.
4. Provide oversight of the shelter residence.
5. Respond to hotline calls.
6. Assure compliance with house rules and local ordinances.
7. Manage and monitor medical logs and first aid supplies.
8. Process mail for current and former residents
9. Assist house manager in keeping inventory on office supplies, etc.
10. Assist in keeping the shelter residence clean and organized.
11. Meet quantitative and qualitative performance measures.
12. Maintain and submit timely and accurate documentation, including quantitative and qualitative reports.
13. Share in other administrative, community outreach, and direct service tasks.

APPLICANTS MAY E-MAIL RESUME AND COVER LETTER TO
DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION
HOPE'S DOOR, INC. - BOX 262 HAWTHORNE, NY 10532

Hope's Door is an equal opportunity and affirmative action employer.

E-MAIL ADDRESS
DDeFilippis@HopesDoorNY.org

Come make a difference in the lives of those wounded by domestic violence.