



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

**Job Posting**  
**Domestic Violence Agency**  
**Position available immediately**

**Residential Manager – Domestic Violence Program**  
**(Bilingual Spanish Required – Evening and Weekend Hours)**

**Option 1 - Sunday through Thursday 2pm-10pm OR 3pm-11pm**

**Option 2 - Tuesday through Saturday 2pm-10pm OR 3pm-11pm)**

**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 Residential Manager will provide leadership and supervision for our domestic violence shelter program during evening and weekend hours. Key responsibilities include:

1. Promote safety, comfort, and healing for residents in a 19-bed domestic violence shelter.
2. Coordinate delivery of hotline, counseling, support group, information and referral, safety planning, danger assessments, and advocacy services.
3. Supervise Shelter and Hotline workers.
4. Manage facilities assuring health, safety, and compliance.
5. Provide on-call support and emergency coverage.
6. Collect, report, analyze, and evaluate program services.
7. Work collaboratively with colleagues across the agency, sharing in administrative, community outreach, and fundraising work.

**Preferred Skills and Experience**

Bachelor's degree or the equivalent combination of education and related work experience.  
Proficient in MS Office applications which include Outlook, Word, Excel, and PowerPoint.

**Salary  
and  
Benefits**

**Annual Salary Range: \$50,000 to \$58,000**

Flexible Benefits with Health Plan Options – Value of \$899 per month after 90 days 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:** 13 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:** [DDeFilippis@HopesDoorNY.org](mailto: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.