



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

## Job Posting Domestic Violence Agency

Position available in the Shelter Program – Northern Westchester

Monday through Friday, 1pm-9pm

### Domestic Violence Counselor & Advocate – Bilingual Spanish

#### 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 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.*

#### Primary Job Responsibilities

1. Promote the Hope's Door mission to end domestic violence and empower survivors, including agency-wide and community events.
2. Provide comprehensive, culturally adept, and trauma-informed services to domestic violence survivors, including counseling, support group, case management, information and referral, safety planning, and danger assessments with the goal of empowering survivors to achieve safety, independence, and healing from the trauma of abuse.
3. Advocate with diverse systems, including legal, courts, law enforcement, criminal justice, social services, housing, medical, educational, and employment, among others.
4. Accompany to court and advocate with diverse systems, including legal, courts, law enforcement, criminal justice, social services, housing, medical, educational, and employment, among others.
5. Conduct or prepare intakes, assessments, case plans, safety plans and danger assessments.
6. Assist with hotline response and scheduled on-call responsibilities including nights and weekends.
7. Participate in on-going education and training opportunities.
8. Assist with timely and accurate progress notes and reports, evaluations and other administrative tasks.
9. Work collaboratively across departments.

#### Preferred Skills and Experience

Bachelor's degree or the equivalent combination of education and related victim work experience.

Bilingual Spanish Required.

Computer Skills: Word and Excel. Database a plus.

Flexible and collaborative.

Must be highly organized and able to multi-task.

#### Salary and Benefits

**Annual Salary Range for Full-time Work: \$42,000 to \$44,000**

Flexible Benefits with Health Plan Options

Value of \$899 per month after 3 months of service - Opt Out Cash 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 is an equal opportunity employer. We prohibit 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 service delivery.