**Job Posting**
Domestic Violence Agency

**Position available in the Shelter Program – Northern Westchester**
Thursday through Sunday 11pm-8am

**Overnight Residential Domestic Violence Counselor & Advocate**

**Primary Job Responsibilities**
1. Further the mission of the Hope’s Door.
2. Provide support, counseling and advocacy services that foster the empowerment of survivors.
3. Provide oversight of the shelter residence and crisis intervention as needed.
4. Respond to hotline calls and webchat.
5. Assure that house rules and local ordinances are honored (e.g., safety, chores, bed times, curfew, phones, TV, trash, noise).
6. Provide and submit timely and accurate quantitative and qualitative reports and evaluations.
7. Assure necessary documentation.
8. Meet quantitative and qualitative performance measures.
9. Manage and monitor medical logs and first aid supplies.
10. Process mail for current and former residents
11. Share in other administrative, community outreach, and direct service tasks as needed.

**Preferred Skills and Experience**
Bachelor’s degree or the equivalent combination of education and related victim work experience.
- Bilingual Spanish a plus.
- Flexible and collaborative.
- Must be highly organized and able to multi-task.

**Salary Range:** $16 to $17 per hour

**Benefits**
Flexible Benefits with Health Plan Options
- Value of $899 per month after 90 days 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 DEFIILIPPS, DIRECTOR OF ADMINISTRATION - HOPE’S DOOR, INC., PO BOX 262, HAWTHORNE, NY 10532

**E-MAIL ADDRESS:** DDeFilipps@HopesDoorNY.org

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