Job Posting
Domestic Violence Agency
Position available in the Shelter Program – Northern Westchester
Monday through Friday, 10am-6pm

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.

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

Salary and Benefits

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<th>Salary Range: $23 to $25</th>
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<td>Flexible Benefits with Health Plan Options</td>
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<td>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</td>
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<td>Vacation: 20 days  Sick Time: 12 days  Holidays: 13 days</td>
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APPLICANTS PLEASE SEND RESUME AND COVER LETTER TO
DIANNE DEFILIPPS, DIRECTOR OF ADMINISTRATION - HOPE’S DOOR, INC., PO BOX 262, HAWTHORNE, NY 10532

E-MAIL ADDRESS: DDefilipps@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.