



Job Posting Domestic Violence Agency

**Positions available immediately in the Shelter Program –
Northern Westchester**

Shifts include: Weeknights, Weekends, Overnights and/or Holidays

**Shelter & Hotline Worker
\$16.00 per hour**

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.

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

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

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

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.