



Job Posting Domestic Violence Agency

Position available in the Shelter Program – Northern Westchester
Tuesday through Saturday 10am-6pm

Overnight Residential Domestic Violence Counselor & Advocate

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.

Come join our dedicated team and make a difference in the lives of those wounded by abuse.

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 Range: \$23 to \$25 per hour

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 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.