



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

Job Posting Domestic Violence Agency

Position Available Immediately

Director of Community Services

Primary Responsibilities

Take leadership and oversee all Community Services activities under the supervision of the Chief Program Officer.

- Promote a trauma-informed and collaborative work environment for staff and survivors.
- Supervise the work and development of counselors, advocates, and support group facilitators.
- Provide counseling, support group, and advocacy services to domestic violence survivors.
- Maintain agency database and prepare monthly and quarterly reports for management and the Board of Directors.
- Represent agency within domestic violence community and help facilitate a coordinated community response.
- Participate in agency-wide and community events to support our organizational goals.
- Provide on-call crisis response.

Oversee High Risk Program, Community Services Counselors/Advocates and Support Group Facilitators with responsibility for staff supervision, achievement of outcomes, reporting, and funder/donor relations. Schedule and provide coverage of hotline and on-call response.

The Director serves on the agency's management team with agency-wide responsibility for achievement of our mission to end domestic violence and empower survivors to achieve safety, independence, and healing from the trauma of abuse.

Skills and Experience

Masters required. Licensure a plus.

2 or more years of relevant experience, including supervision.

Proficient in Microsoft Office and Database entry.

Grant writing experience preferred.

Available to work early mornings, evenings and weekends.

Requires Driver's License in good standing and available to travel in personal vehicle.

Annual Salary: \$65,000 to \$70,000

Flexible Benefits with Health Plan Options

Value of \$975 per month on the 1st of the following month from start date - Opt Out Cash Benefit
Life Insurance - Short and Long-term Disability - 401K Eligibility on 1st of following month

Vacation: 20 days

Sick Time: 12 days

Holidays: 13 days

PLEASE SEND RESUME AND COVER LETTER TO

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION - 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.

Come make a difference in the lives of those wounded by abuse.