



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

Job Posting Domestic Violence Agency

Position available in the Shelter Program – Northern Westchester

Domestic Violence Counselor & Advocate

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.
2. Provide trauma-informed services and interventions for children, youth, adults and families, including counseling (individual and family), support groups, advocacy, information and referral, recreational programs, socialization activities; parenting education programs, and parent support groups.
3. Advocate with school systems and other entities to meet children's needs and secure needed services.
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 agency-wide and community events to support the organization's goals and mission.
8. Participate in on-going education and training opportunities.
9. Assist with timely and accurate progress notes, reports, evaluations and other administrative tasks.

Preferred Skills and Experience

Bachelor's degree or the equivalent combination of education and related victim work experience.

Computer Skills: Word and Excel. Database a plus.

Flexible and collaborative.

Must be highly organized and able to multi-task.

Bilingual Spanish Required.

Salary and Benefits

Salary Range: \$22 to \$25 per hour

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 the
1st of the following month from start date

PTO: 25 days **Sick:** 12 days **Holidays:** 10 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 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.