



**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 – Bilingual Spanish
Sunday through Thursday 9am – 5pm

Overview of Agency

For more than 40 years, Hope's Door has worked to end domestic violence and to empower survivors to achieve safety, independence, and healing from the trauma of abuse. Our vision is a world where intimate relationships are characterized by equality, respect, and trust – not dominated by power and control.

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. Accompany to court and advocate with diverse systems, including legal, courts, law enforcement, criminal justice, social services, housing, medical, educational, and employment, among others.
4. Conduct or prepare intakes, assessments, case plans, safety plans and danger assessments.
5. Assist with hotline response and scheduled on-call responsibilities including nights and weekends.
6. Participate in agency-wide and community events to support the organization's goals and mission.
7. Participate in on-going education and training opportunities.
8. 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.

CPR Certified preferred.

Our Generous Benefits Package

Hourly Range

\$22 to \$25

Flexible Benefits with Health Plan Options with Opt Out Cash Benefit

Life Insurance - Short and Long-term Disability - 401K

PTO: 5 Weeks

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.