



Job Posting Domestic Violence Agency

Position available in the Shelter Program – Northern Westchester

Thursday through Sunday 11pm-8am

Overnight Residential Domestic Violence Counselor & Advocate

Primary Job Responsibilities

1. Further the mission of the Hope's Door.
2. Provide support, counseling and advocacy services that foster the empowerment of survivors.
3. Provide oversight of the shelter residence and crisis intervention as needed.
4. Respond to hotline calls and webchat.
5. Assure that house rules and local ordinances are honored (e.g., safety, shelter alarms, chores, quiet hours, curfew, phones, TV, noise, etc.).
6. Provide and submit timely and accurate quantitative and qualitative reports and evaluations.
7. Assure necessary documentation.
8. Meet quantitative and qualitative performance measures.
9. Manage and monitor medical logs and first aid supplies.
10. Process mail for current and former residents
11. Share in other administrative, community outreach, and direct service tasks as needed.

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 a plus.
Computer Skills: Word and Excel. Database a plus.
Flexible and collaborative.
Must be highly organized and able to multi-task.

Our Generous Benefits Package

Hourly Rate
\$20 Per Hour

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 - 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.