



## Job Posting Domestic Violence Agency

**Position available in the Shelter Program – Northern Westchester**

**Shifts include:** Weeknights, Weekends, Overnights and/or Holidays

### Shelter & Hotline Advocate

#### Primary Job Responsibilities

- Further the mission of Hope's Door.
- Provide a hospitable and welcoming environment for the residents.
- Provide emotional support, individual counseling and advocacy services that foster the empowerment of survivors.
- Provide oversight of the shelter residence.
- Respond to hotline calls.
- Assure compliance with house rules and local ordinances.
- Manage and monitor medical logs and first aid supplies.
- Process mail for current and former residents
- Assist house manager in keeping inventory on office supplies, etc.
- Assist in keeping the shelter residence clean and organized.
- Meet quantitative and qualitative performance measures.
- Maintain and submit timely and accurate documentation, including quantitative and qualitative reports. Share in other administrative, community outreach, and direct service tasks.

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

#### Preferred Skills and Experience

- High School Diploma Required – BA/BS Preferred
- 1-3 years of domestic violence or crisis intervention experience preferred. Hotline a plus.
- Computer Literate.
- Bilingual Spanish a plus.

#### Benefits

Hourly Rate  
\$17 Per Hour

Sick Time: 1 hour accrued for every 30 hours worked.

Eligibility for the organizations 401K plan on the 1<sup>st</sup> of the month following date of hire.

#### APPLICANTS PLEASE SEND RESUME AND COVER LETTER TO

DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION - [DDeFilippis@HopesDoorNY.org](mailto:DDeFilippis@HopesDoorNY.org)

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