



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

Job Posting- Domestic Violence Agency

Position available immediately.

Location: Family Justice Center - County Courthouse - White Plains, NY

Intake Specialist – Bilingual Spanish

Job Summary

The Intake Specialist serves as the initial representative and point of contact for individuals seeking services at the Westchester County Family Justice Center (FJC) located at the White Plains County Courthouse under the supervision of the Legal Department at Hope's Door. The hours of this position are 9:00AM to 5:00PM, with a 1-hour break for lunch. They will be responsible for screening individuals to ensure FJC services are appropriate and if not, making appropriate referrals. The Intake Specialist will ensure that clients are assisted in understanding and completing all necessary documents. The Intake Specialist will refer clients to partner and other community agencies for additional services and manage data collection of services to meet quarterly reporting requirements for state and federal funding. The Intake Specialist will be the first point of contact for domestic violence victims seeking services at the courthouse.

Job Responsibilities

1. Complete intake process with client, including assessments and safety plans in person and over the phone.
2. Review all available services with clients and connect clients to partners for scheduled appointments and/or services.
3. Complete conflict checks of prospective clients.
4. Generate required forms, reports and any other documents used in the intake process.
5. Support FJC staff and Director. Present well prepared, organized and clear presentations for statistical reports.
6. General office tasks, such as scheduling clients, answering phone and keeping track of cases.
7. Attend meetings and trainings as scheduled.
8. Complete domestic violence, court, and sexual assault trainings provided by the Domestic Violence/Sexual Assault Programs in the first six months of employment.
9. Assist with community outreach.
10. Work as a team member with other partner agencies.
11. Perform other job-related duties and responsibilities as needed.

Preferred Skills and Experience

Bachelor's degree or the equivalent combination of education and related work experience.
Proficient in MS Office applications which include Outlook, Word, Excel, and PowerPoint.
Ability to communicate effectively both orally and in writing in English and Spanish.

Our Generous Benefits Package

Hourly Range
\$24.50 - \$26

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

BRITTANY MCLAUGHLIN, LEGAL SERVICES MANAGER - BMcLaughlin@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.