



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

Nonprofit Job Posting - Domestic Violence Agency

Career Advisor & Counselor

In person position based in Hawthorne, NY in Westchester County

Come make a difference in the lives of those wounded by abuse.

Overview

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.

Job Responsibilities

- Oversee the *Next Step* program, focusing on the self-sufficiency of domestic violence survivors.
- Provide trauma-informed services to domestic violence survivors, including assessments, counseling, case management, information and referral, safety planning, danger assessments, crisis intervention and follow-up.
- Provide crisis response on domestic violence, human trafficking and dating abuse hotline.
- Guide clients in job readiness skills (applications, resumes, interviewing, teamwork, professional attire).
- Develop Individual Empowerment Plans with short-term and long-term goals.
- Conduct Financial Literacy and Life Skills training.
- Link clients to scholarships, educational programs, vocational programs, and job opportunities.
- Accompany to and advocate with diverse systems.
- Maintain and submit timely and accurate documentation of hotline, progress notes and reports in agency database.
- Share in agency and community events to support our organizational goals.

Preferred Skills and Experience

- Bachelor’s degree or the equivalent combination of education and related victim work experience.
- Vocational, Social Service or Educational experience preferred.
- Bilingual a plus.
- Computer Skills: Word and Excel. Database required.
- Compassionate person with good listening and communication skills.
- Hotline experience a plus.

<p><u>Salary Range</u></p> <p>\$23-25 per hour</p>	<p><u>Our Generous Benefits Package</u></p> <p>Flexible Benefits with Health Plan Options with Opt Out Cash Benefit Life Insurance - Short and Long-term Disability - 401K</p> <p>PTO: 5 Weeks Sick: 12 days Holidays: 10 days</p>
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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

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