



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
\$20 Per Hour

Sick Time: 1 hour accrued for every 30 hours worked.
Eligibility for the organizations 401K plan on the 1st of the month following date of hire.

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.