



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

Job Posting- Paralegal/Victim Advocate Domestic Violence Agency

Position start date: October 1, 2024 (Applications being accepted now)

Domestic Violence Counselor & Advocate – Bilingual Spanish

Position based in the Community Services Program - Hawthorne

About Hope's Door

Hope's Door is dedicated to ending domestic violence and empowering victims to achieve safety, independence, and healing. Our mission encompasses:

- **Crisis Response:** 24/7/365 hotline and emergency shelter for immediate safety.
- **Support Services:** Counseling, advocacy, and legal services for victims of domestic violence and human trafficking.
- **Education & Training:** Domestic violence education in schools and community centers across Westchester County.
- **Free Services:** All services are provided at no cost to victims and survivors.

Key Responsibilities:

- **Comprehensive Support for Survivors:** Offer trauma-informed services such as counseling, support groups, case management, information and referral services, safety planning, and danger assessments.
- **System Advocacy:** Advocate across diverse systems, including legal, courts, law enforcement, criminal justice, social services, housing, medical, educational, and employment sectors.
- **Hotline Support:** Assist with hotline response to provide immediate support and guidance.
- **Collaborative Work:** Collaborate effectively across departments to ensure comprehensive service delivery.
- **Reporting & Evaluation:** Collaborate effectively across departments to ensure comprehensive service delivery.
- **Community & Organizational Involvement:** Participate in agency-wide and community events to support organizational goals.
- **Continuous Learning:** Engage in ongoing education and training opportunities to enhance skills and knowledge.

Preferred Skills and Experience:

- **Education:** Bachelor's degree and/or equivalent combination of education and relevant work experience.
- **Technical Skills:** Proficiency in MS Office (Outlook, Word, Excel, PowerPoint).
- **Language Skills:** Effective communication in both English and Spanish (oral and written).
- **Personal Qualities:** Highly organized with strong multitasking abilities, flexible, team player.

Salary Range: \$26.40 - \$27 per hour

Salary and Benefits

Flexible Benefits with Health Plan Options
Value of \$1025 on the 1st of the following month from start date - Opt Out Cash Benefit
Life Insurance - Short and Long-term Disability
401K Participation Eligibility on 1st of following month
PTO: 25 days **Sick:** 12 days **Holidays:** 10 days

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

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.