



**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: \$25 - \$27 per hour

#### Salary and Benefits

Flexible Benefits with Health Plan Options  
Value of \$1025 on the 1<sup>st</sup> of the following month from start date - Opt Out Cash Benefit  
Life Insurance - Short and Long-term Disability  
401K Participation Eligibility on 1<sup>st</sup> 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](mailto:DDEFILIPPIS@HOPESDOORNY.ORG)

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