



**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)**  
**Location: Hawthorne, NY**

### Paralegal/Victim Advocate – Bilingual Spanish

#### 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.

#### Position Overview:

The Paralegal/Victim Advocate will join the Hope's Door Legal Center team, providing vital support in immigration and family law matters. This role reports to the Chief of Legal Services and Human Resources.

#### Key Responsibilities:

- **Legal Support:** Assist attorneys with safety planning, risk assessment, evidence gathering, affidavit drafting, and form completion.
- **Client Support:** Offer emotional support and accompany clients to court.
- **Community Engagement:** Make referrals to community partners and law enforcement as needed.
- **Rotating Locations:** Work weekly out of Make the Road New York in White Plains and WestCOP/Victim Assistance Services in Yonkers.
- **Program Management:** Maintain program statistics and ensure compliance with funding requirements.
- **Training & Meetings:** Participate in relevant training and meetings as directed.

#### Preferred Skills and Experience:

- **Education:** Bachelor's degree and/or equivalent combination of education and relevant work experience.
- **Knowledge:** Familiarity with gender-based violence, domestic violence, immigration, or trauma is advantageous.
- **Technical Skills:** Proficiency in MS Office (Outlook, Word, Excel, PowerPoint).
- **Language Skills:** Effective communication in both English and Spanish (oral and written).
- **Transportation:** Valid driver's license and reliable, insured transportation required.
- **Accreditation:** Board of Immigration Appeals (BIA) accreditation preferred.

#### Salary and Benefits

#### Salary Range: \$27 - \$28.50 per hour

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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