



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

Job Posting
Domestic Violence Agency
Position available immediately.
Location: Hawthorne, NY



Career Advisor & Counselor – Part Time

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

- The Career Advisor & Counselor will work under the supervision of the Chief Program Officer overseeing 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.
- Flexibility to accommodate - including but not limited to – weekends, morning/evening meetings and/or events.

Rate for Part-time Work: \$25 per hour

21 hours per week

Benefits

Sick Time: 1 hour accrued for every 30 hours worked.

Eligibility for the organization's 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**

E-MAIL ADDRESS: DDEFILIPPIS@HOPESDOORNY.ORG

Hope's Door is a proud equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status are strongly encouraged to apply.