



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

Job Posting Domestic Violence Agency

Position available in the Shelter Program – Northern Westchester

Shifts include: **Weeknights, Weekends, Overnights and/or Holidays**



Shelter & Hotline Advocate – Bilingual Spanish

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

- 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.

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 required.

Rate for Part-time Work: \$21 per hour

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.

Come join our dedicated team and make a difference in the lives of those wounded by abuse.

**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.