



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

Nonprofit Organization
Position available immediately.
Location: Hawthorne, NY
Monday through Friday, 9am – 5pm



Domestic Violence Counselor & Advocate – Bilingual Spanish

Hope's Door, named a *2025 Best Places to Work in Westchester*, is dedicated to ending domestic violence and empowering victims to achieve safety, independence, and healing.

Overview of Position

Provide compassionate, trauma-informed support to survivors of domestic violence, helping survivors move toward safety, independence, and healing.

Responsibilities

1. Promote the Hope's Door mission to end domestic violence and empower survivors.
2. Provide trauma-informed services and interventions for children, youth, adults and families, including counseling (individual and family), support groups, advocacy, information and referral, recreational programs, socialization activities; parenting education programs, and parent support groups.
3. Accompany to court and advocate with diverse systems, including legal, courts, law enforcement, criminal justice, social services, housing, medical, educational, and employment, among others.
4. Conduct or prepare intakes, assessments, case plans, safety plans and danger assessments.
5. Assist with hotline response and scheduled on-call responsibilities including nights and weekends.
6. Participate in agency-wide and community events to support the organization's goals and mission.
7. Participate in on-going education and training opportunities.
8. Assist with timely and accurate progress notes, reports, evaluations and other administrative tasks.

Preferred Skills and Experience

Education and Experience: Bachelor's degree or equivalent combination of education and related work experience.

Technical Skills: Proficiency in MS Office (Outlook, Word, Excel, PowerPoint). Experience with databases a plus.

Transportation: Valid driver's license and reliable, insured transportation preferred.

Language Skills: Bilingual Spanish required.

Other: CPR Certified preferred.

We seek a compassionate, well-rounded candidate with a relevant education, practical experience, and technical skills who is flexible, collaborative, and able to work effectively in a team environment.

Compensation: \$27 to \$29 per hour

Annual Agency Contribution for Flexible Benefit Options: \$13,000 (Opt-Out for Cash Available)

Life Insurance - Short and Long-term Disability Coverage - 401(k) Participation

PTO: 25 days **Sick:** 12 days **Holidays:** 10 days

**PLEASE SEND RESUME AND COVER LETTER TO
DIANNE DEFILIPPIS, DIRECTOR OF ADMINISTRATION**

DDEFILIPPIS@HOPESDOORNY.ORG

Hope's Door is an 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.