



**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

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

The Shelter & Hotline Advocate provides direct support and advocacy to survivors of domestic violence by maintaining a safe, welcoming environment, responding to hotline calls, and providing emotional support and crisis intervention.

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.