

CATHOLIC CHARITIES MAINE

JOB OPPORTUNITIES

WEEK OF AUGUST 18th, 2019

ASSESSOR **INDEPENDENT SUPPORT SERVICES**

*Looking for a career which makes a tangible difference in someone's life?
Interested in joining a compassionate, supportive team of coworkers?*

Then the Independent Support Services program of Catholic Charities, may be the place for you. The ISS program's mission is to support seniors and those with disabilities to remain in their own homes for as long as possible.

ISS is looking for a full-time knowledgeable, caring assessor to: 1) meet with individuals in their homes to determination program eligibility and to develop care plans, 2) to provide consistent phone contact with clients, and 3) to assist the ISS Administrative Assistant entering service delivery data.

Benefits include:

- A great team of coworkers
- Generous time off
- Medical, dental and vision plans
- 401K with agency contribution
- Bereavement time off
- 6 Paid holidays
- Mileage reimbursement
- 10% discount at CCM Child development centers
- 20% off at Threads of Hope Thrift stores
- Training in electronic health records

Qualifications:

- Preference will be given to those candidates with a bachelor's degree and/or experience in human services or closely related field
- Transportation, a clean driving record and valid driver's license
- Proficiency in Outlook and Excel

Position Code--866 Salary Code--H Status—Full-Time EEO- 5 NON Advertise—Int & Ext 8-8-19

CARE COORDINATOR **Behavioral Health Home**

Do you possess strong organizational, resourcing and communication skills? Are you seeking an opportunity to contribute in a way that makes a difference? Join Catholic Charities of Maine, in our pursuit to provide help and create hope in Maine. We currently have an opening for a full-time Care Coordinator with our Behavioral Health Home Program at our Portland-based Support and Recovery Services. The Care Coordinator position offers an opportunity to join an innovative, multi-disciplinary team that provides clinically informed, integrated, client-centered care to the individuals we serve. This position includes 5 weeks of Earned Time (first year!), competitive salary, holiday time-off, annual training reimbursement, 401k agency contribution, medical, dental, short and long-term disability, and life insurance. We provide individual and group supervision towards clinical

licensure (LMSW-CC, LCPC-C, CADC). This position requires a current MHRT -C (progress toward will be considered) with previous professional experience in the behavioral health field. Reliable transportation and valid driver's license is required. Resumes will be accepted until the position is filled.

Position Code—969 BHH Salary Code—I EEO Code – 2 NON Status—FT Advertise Internal & External 7-29-19-

CERTIFIED INTENTIONAL PEER SUPPORT SPECIALIST

Catholic Charities Maine **Behavioral Home Health** has an **on-call** opening in the **Augusta/Greater Augusta area** for a Certified Intentional Peer Support Specialist. This person will be a member of the BHH team of professionals supporting people with severe and persistent mental illness. As a member of the team, this person coordinates and provides access to Peer Support Services, peer advocacy groups, and other peer-run or peer-centered services. Maintain updated information on area peer services and shall assist the member with identifying and developing natural support systems. CIPSS meet with clients in the office, clients' residences, and the community, and may involve travel and meetings throughout Central Maine. He/she will be an individual who is receiving or has received services and supports related to the diagnosis of a mental illness, is in recovery from that illness, and who is willing to self-identify on this basis with BHH members. Shall have completed or will need to complete the Maine Office of Substance Abuse and Mental Health Services curriculum for CIPSS and must receive and maintain that certification. *Resumes will be accepted until filled.*

Position Code—972 Salary Code—G NON EEO – 9 Status—OC Int & Ext 7-11-19

CLINICAL COMMUNITY SUPPORT WORKER (ACT - ASSERTIVE COMMUNITY TREATMENT TEAM)

Do you possess strong organizational, resourcing and communication skills? Are you seeking an opportunity to contribute in a way that makes a difference? Join Catholic Charities of Maine, in our pursuit to provide help and create hope in Maine. We currently have an opening for a **full-time Clinical Community Support Worker (CCSW)** with our **Assertive Community Treatment (ACT)** Program at our Portland-based **Support and Recovery Services**. The CCSW position offers an opportunity to join an innovative, multi-disciplinary team that provides clinically informed, integrated, client-centered care to the individuals we serve. Our CCSW's assist with assessment, obtaining services and meeting basic needs, advocacy, counseling, and maintaining records, and must be able to exercise clinical judgment, work a flexible schedule and engage with individuals both at our office and in the community. Experience with Expressive Arts, Vocational Training, Housing or Substance Use are a plus. This position includes 5 weeks of Earned Time (first year!), competitive salary, holiday time-off, annual training reimbursement, 401k agency contribution, medical, dental, short and long-term disability, and life insurance. This position requires a minimum of a Bachelor's degree in Social Work or a closely related field (or equivalent experience and/or training), be certified or eligible for certification as a Mental Health Rehabilitation Technician/Community (MHRT/C), and have a minimum of 2 years of work experience with people with severe and persistent mental illness (at least 1 of which is in a community setting). Licensure as a Licensed Social Worker (LSW) is desirable. *Resumes will be accepted until position is filled.*

Position Code-428 Salary Code-H5 Status-FT EEO- 2 Non Ext. & Int. 5-6-19

CLINICAL COUNSELOR

Are you a Licensed Clinical Social Worker?

Does making a difference matter to you? Catholic Charities, a Mission-driven organization, has been providing Help and Hope to individuals in need for over 50 years! Come join a unique team of dedicated professionals who are committed to serving those facing addiction and mental health challenges. **Catholic Charities' Counseling Services** program in **Portland** is currently seeking a **full time LCSW Clinician** for our outpatient substance use and mental health program. This position is responsible for providing evidence-based addictions counseling and psychotherapy to individuals, couples, and families. In addition to an LCSW, the candidate must also be licensed as an Alcohol and Drug Counselor (LADC), a Certified Alcohol and Drug Counselor

(CADC), or have accumulated 270 hours of approved alcohol and drug education. This position offers the right candidate an opportunity to work and grow with a highly motivated team in a fast-paced, client-centered, and increasingly integrated care environment. 2 years' clinical experience working with adults in this or a similar setting is essential, as is a high level of proficiency in working in an electronic health record system.

Catholic Charities provides an excellent benefits package for salaried employees, including:

- Group and individual clinical supervision
- Training and experience providing evidence-based treatment
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- Mileage reimbursement
- Electronic Health Record system
- Medical, Dental, Vision, short and long-term disability, life insurance
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

If making a difference is your passion, Catholic Charities is a great place to be! *Resumes will be accepted until position is filled.*

Position Code—081.CS Salary Code—07 EEO— 2 NON FT Int. & Ext. 8-6-19

CLINICAL TEAM LEADER
BEHAVIORAL HEALTH HOME
\$1,500.00 SIGN ON BONUS!

Do you possess strong clinical, communication and leadership skills? Are you seeking an opportunity to contribute in a way that makes a difference? Join Catholic Charities Maine, in our pursuit to provide help and create hope in Maine. We currently have an opening for a **full-time Clinical Team Leader** with our **Behavioral Health Home Program** at our **Portland-based Support and Recovery Services**. The Clinical Team Leader position offers an opportunity to join an innovative, multi-disciplinary team that provides clinically informed, integrated, client-centered care to the individuals we serve.

The Clinical Team Leader is the professional person responsible for the quality of direct service delivery in the BHHO. The Clinical Team Leader shall oversee the development of the Plan of Care and direct care management activities across the BHHO, provide supervision of Health Home Coordinators and Certified Intentional Peer Support Specialists, and ensure that the BHHO meets its requirements as a whole.

Excellent benefits include:

- Competitive salary
- A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately.)
- Medical, dental, vision, short and long-term disability, life insurance, 401k and wellness incentives!
- **The new hire shall receive a \$500.00 sign on bonus at time of hire, an additional \$500.00 after a satisfactory performance rating at 6 months employment, and an additional \$500.00 at 1 year of satisfactory performance!**

Educational requirements:

- This position requires a current LCSW, LCSW-CC, LCPC, LCPC-C or LMFT license along with;
- Professional and supervisory experience in the behavioral health field

- Valid driver's license is required

Resumes will be accepted until the position is filled.

Position Code—968 Salary Code—8 EEO 2 Exempt Status—Full Time Internal & External 6-28-19

FAMILY DRUG COURT CASE MANAGER

Catholic Charities Maine **Counseling Services in Auburn** has a **full-time** opening for a **Family Drug Court Case Manager**. The Family Drug Court Case Manager is a member of a team of professionals who provide intensive treatment and support to people with substance use disorders involved in the criminal justice system. As a member of the Drug Court team, the Case Manager assists with assessment, service/treatment plan development and provision, monitoring, obtaining services, meeting basic needs, advocacy and counseling, and maintaining records. She/he will coordinate and manage the overall integration of the member's behavioral and physical health services, in the context of their natural supports and community resources, to assist them in achieving their optimal health/wellness and recovery goal. Eligible candidates shall hold valid clinical licensure with the State of Maine as a Certified Alcohol and Drug Counselor (CADC) or Licensed Alcohol and Drug Counselor (LADC) or have equivalent education and experience. Candidate should also have excellent written and verbal communication skills and the ability to work independently and part of a team. Shall have at least two (2) years of relevant experience working with adults, in either a behavioral health case management capacity, or criminal justice capacity. The incumbent must possess a working knowledge of pertinent local community resources and have the requisite computer skills necessary to function successfully in an electronic health record environment. *Resumes will be accepted until position is filled.*

Position code -111 Salary Code-I EEO-2 Full time Non Internal and External 8-2-19

FAMILY SUPPORT WORKER ***Children's Behavioral Home Health***

Catholic Charities Maine has an On-Call opening in **Auburn** for a **Family Support Worker** This person is a member of the BHH team of professionals who provide treatment and support to children with serious emotional disturbance. As a member of the team, this person assists service recipients to access peer support services, peer advocacy groups, and other peer run or peer centered services. The work is done in the office, client and family homes, and the community, and will involve travel and meetings throughout the assigned region. The Family Support Worker- Children's BHH shall receive provisional certification by completing the Core training within the first nine months of hire and pursue full certification of the Maine Office of Child & Family Services curriculum for Family Support Specialist which must be received and maintained. **To be considered for this position, it is required for the Family Support Worker- Children's BHH to be an individual who has a child who is receiving or has received services and supports related to the diagnosis of a mental illness, and who is willing to self-identify on this basis with BHH members.** The Family Support Worker- Children's BHH shall have knowledge of and ability to learn positive youth development, wraparound principles, strengths-based practice and cultural competence.

The Family Support Worker- Children's BHH shall possess sensitivity toward others, enjoy working with children and families in their home environment, have a strong work ethic, possess an ability to work effectively with an interdisciplinary team, have a desire to advocate, be dependable, possess limit setting skills, be consistent, have an ability and eagerness to work with people in a variety of lifestyles, be flexible, exhibit sound judgment, be creative, and establish and maintain appropriate boundaries between peer staff, professional staff, and the child and family served. The Family Support Worker- Children's BHH shall have good interpersonal and communication skills including working cooperatively and decisively with individuals and groups, and an understanding of, and belief in, working in teams. *Position open until filled.*

Position - 967.BHH Salary Code - G Non Status - On Call EEO - 9 Advertise - Internal & External 5-30-18

FAMILY SUPPORT WORKER

Children's Behavioral Health Home

Catholic Charities Maine has an On-Call opening in Bangor for a **Family Support Worker- Children's BHH**. *To be considered for this position, it is required for the Family Support Worker to be an individual who has a child who is receiving or has received services and supports related to the diagnosis of a mental illness, and who is willing to self-identify on this basis with BHH members. Please include this information in your cover letter.* The Family Support Worker- Children's BHH person is a member of the BHH team of professionals who provide treatment and support to children with serious emotional disturbance. As a member of the team, this person assists service recipients to access peer support services, peer advocacy groups, and other peer run or peer centered services. The work is done in the office, client and family homes, and the community, and will involve travel and meetings throughout the assigned region. The Family Support Worker shall receive provisional certification by completing the Core training within the first nine months of hire and pursue full certification of the Maine Office of Child & Family Services curriculum for CIPSS which must be received and maintained. The Family Support Worker shall have knowledge of and ability to learn positive youth development, wraparound principles, strengths-based practice and cultural competence.

The Family Support Worker shall possess sensitivity toward others, enjoy working with children and families in their home environment, have a strong work ethic, possess an ability to work effectively with an interdisciplinary team, have a desire to advocate, be dependable, possess limit setting skills, be consistent, have an ability and eagerness to work with people in a variety of lifestyles, be flexible, exhibit sound judgment, be creative, and establish and maintain appropriate boundaries between peer staff, professional staff, and the child and family served. The Family Support Worker- Children's BHH shall have good interpersonal and communication skills including working cooperatively and decisively with individuals and groups, and an understanding of, and belief in, working in teams. *Position open until filled.*

Position – 967.BHH Salary Code – G Non-Exempt Status–OC EEO – 9 Advertise-Internal & External 7-9-18

ST. ELIZABETH CHILD DEVELOPMENT CENTER

EARLY CHILDHOOD SPECIAL EDUCATION TEACHER

Catholic Charities Maine St. Elizabeth's Child Development Center in Portland has a **Full-Time** opportunity for an **Early Childhood Special Education Teacher**. The Early Childhood Special Education Teacher is the high level professional person who provides developmental and educational services to children and families in the classroom setting. Eligible candidates shall have a minimum of a Bachelor's degree in Early Childhood Special Education with a "Teacher of Students with Disabilities Birth to School-Age 5 (282)" certification. Shall have at least three (3) years of experience in early childhood or childcare and experience providing developmental therapy to children with a broad range of disabilities. *Resumes will be accepted until position is filled.*

Position Code—775 Salary Code—H Status—Full Time EEO-9 NON Internal & External 5-14-19

EARLY CHILDHOOD TEACHER

Full Time, with Great Employee Benefits! \$14 to \$14.50/hour

Are you passionate about play? Do you celebrate diversity and recognize every child as a unique individual who is deserving of love and respect? Are you committed to contributing to a classroom experience that is developmentally appropriate, nurturing and safe?

At Catholic Charities we recognize and value the role our teaching professionals have played in our nearly 50 year history of providing holistic, child-centered care. Our nationally-accredited Centers rely on the success of our teaching team and we are committed to having the supports in place, so staff can achieve their professional goals.

If the responsibility of instilling a lifelong love of learning excites you, then we encourage you to apply for our full time Early Childhood Teacher position at St. Elizabeth's Child Development Center in downtown Portland Maine.

Benefits

In addition to a collaborative, mission-driven work environment where our core values of Respect, Integrity, Compassion, Hospitality, Excellence and Stewardship (our RICHES) are celebrated and wholeheartedly shared, we offer an attractive benefits package, including:

- A choice of two comprehensive health plans
- Dental and Vision Plans with no waiting period to access all levels of care
- A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately.)
- Discounted child care rates for employee's children
- Basic life insurance as well as 100% of the premium paid for short- and long-term disability coverage.
- 401(k) retirement plan. Employer match after one year of eligible employment.
- Wellness incentives

Job Requirements

- The Early Childhood Assistant Teacher shall have a minimum of a Bachelor's Degree
- Two (2) years of experience in the early childhood field
- Must be willing to maintain CPR and First Aide Certification
- Ed Tech III required

Position Code—940 Salary Code—H Status—FT NON EEO-9 Advertise External and Internal 7-29-19

ST. LOUIS CHILD DEVELOPMENT CENTER **EARLY CHILDHOOD SUBSTITUTE – BIDDEFORD**

Catholic Charities Maine **St. Louis Child Development Center** in **Biddeford** has **On Call** opportunities for a **Substitute Teachers**. This professional person will be actively engaged with and observe the children while supporting, promoting, enhancing and facilitating learning situations. Shall have a minimum of a high school diploma and be 18 years of age. CDA, some Early Childhood coursework, or a compatible course of study is preferred. At least three months experience working with children is required. *Resumes will be accepted until position is filled.*

Position Code—963 Salary Code—F EEO-9 Non Exempt On Call Internal and External 2-27-18

EARLY CHILDHOOD TEACHER **NEW – SIGN ON BONUS FOR NEW HIRES!!**

Full-Time Positions Available

Are you passionate about play? Do you celebrate diversity and recognize every child as a unique individual who is deserving of love and respect? Are you committed to creating a classroom experience that is developmentally appropriate, nurturing and safe?

If the responsibility of instilling a lifelong love of learning excites you, then we encourage you to apply for our Early Childhood Teacher. We have teacher positions open for infant as well as preschool age children.

At Catholic Charities we recognize and value the role our teaching professionals have played in our nearly 50 year history of providing holistic, child-centered care. Our nationally-accredited Centers rely on the success of our teachers and we are committed to having the supports in place so they can achieve their professional goals.

Benefits

In addition to a collaborative, mission-driven work environment where our core values of Respect, Integrity, Compassion, Hospitality, Excellence and Stewardship (our RICHES) are celebrated and wholeheartedly shared, we offer an attractive benefits package, including:

- **New hires will receive a \$250.00 sign on bonus and an *additional* \$250.00 after a satisfactory performance rating after 6 months employment.**
- A choice of two comprehensive health plans
- A dental plan with no waiting period to access all levels of care
- A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately.)
- Discounted child care rates for employee's children
- Basic life insurance as well as 100% of the premium paid for short- and long-term disability coverage.
- 401(k) retirement plan. Employer match after one year of eligible employment.

Job Requirements

- The Early Childhood Teacher shall have a minimum of a two (2) year degree in Early Childhood Education (or a compatible course of study). A 4 year degree is preferred.
- The Early Childhood Teacher shall have two (2) years of experience in the early childhood field.
- Must be willing to maintain CPR and First Aide Certification, as well as attend the Maine Early Learning Guidelines Training

Position Code-940 Salary Code-H EEO-2 NON Status-Full-time Advertise Ext. & Int. 8-23-18

SCHOOL-AGE ASSISTANT PROGRAM LEADER

Catholic Charities Maine **St. Louis Child Development Center** in **Biddeford** has an **On Call** opportunity for a School-Age Assistant Program Leader. This position is 2:30pm-5:30pm, Monday-Friday. This professional person works in a collaborative “team teaching” approach with the School-Age Program Leader to provide enriched educational and physical offerings in a positive classroom (coordinated) environment. He/she is responsible for the supervision of any on-call staff and volunteers when the Program Leader is not present. Shall have a minimum of a high school education and 6 college credit hours in the related field of child and/or youth development. Shall have 18 months of experience in working with youth. Ability to maintain effective working relationships with students and staff and demonstrated ability to work with diverse community groups/members is required. *Resumes will be accepted until position is filled.*

Position Code—965.CCC EEO-9 Salary Code—F Status—OC Advertise External and Internal 10-26-18

SCHOOL-AGE SENIOR PROGRAM LEADER

Catholic Charities Maine **St. Louis Child Development Center** in **Biddeford** has an **On-Call** opportunity for a School-Age Senior Program Leader. This position is 2:30pm-5:30pm, Monday-Friday. The School Age Senior Program Leader shall provide enriched educational and physical offerings in a positive classroom (coordinated) environment. This professional person will also be responsible for the supervision of the Group Leader and all volunteers. Shall have a minimum of an Associate's Degree or two years of college in a related field of youth development. Of these college courses, 6 college credits need to be in the child and/or youth development field. Shall have 6 months of experience in working with youth age children. The ability to maintain effective working relationships with students and staff and demonstrated ability to work with diverse community groups/members is desirable. *Resumes will be accepted until position is filled.*

Position Code—964 EEO-2 NON Salary Code—G Status—OC Advertise Ext. & Int. – 10-26-18

HOMEMAKERS – STATEWIDE

**Looking for a career which makes a tangible difference in someone's life?
Interested in joining a compassionate, supportive team of coworkers?**

Then the Independent Support Services program of Catholic Charities, may be the place for you.

We are seeking Homemakers to provide routine housekeeping, laundry services, grocery shopping and incidental care to individuals wanting to remain in their homes independently.

Benefits include:

- A great team of coworkers
- Competitive pay
- Flexible work schedule
- Opportunity to work part or full-time
- Incentives
- Mileage reimbursement for errands
- 10% discount at CCM Child development centers
- 20% off at Threads of Hope Thrift stores

Positions currently available in:

- Augusta/Gardiner
- Bangor/Brewer
- Biddeford
- Berwick/Wells
- Boothbay
- Dover-Foxcroft/Guilford
- Eastport
- Falmouth/Freeport
- Farmington area
- Glenburn
- Lewiston/Auburn
- Lyman/East Waterboro
- Norridgewock
- Old Orchard Beach
- Old Town area
- Portland
- Rockland
- Saco
- Sanford area
- Scarborough/South Portland
- Skowhegan/Madison
- Waterville/Winslow
- Winthrop

Eligible candidates must have a high school diploma or GED, reliable transportation, a clean driving record and a valid driver's license. Must have an active email address and the ability to report time worked online.

Position Code-865 Salary Code-G EEO-9 Status -OC NON Advertise Internal & External 8-19-19

INTERPRETERS

Speak Another Language?

Enjoy Helping Others?

Become an Interpreter with Catholic Charities Maine!

Catholic Charities Maine **Language Partners and Refugee & Immigration Services** has **on-call** openings for Interpreters with the following language skills in the **Portland, Lewiston, Augusta and Biddeford** areas.

We are currently looking for interpreters in the following languages:

In Portland area:

Somali Khmer Acholi Arabic Sudanese-Arabic Thai Bosnian Japanese Korean Kurdish French(multi-lingual) Burmese Vietnamese Zande Nuer Hindi Portuguese Russian Tigrinya Lingala Kinyarwanda

In Biddeford area:

Vietnamese French(multi-lingual) Kinyarwanda Kirundi Khmer Portuguese Arabic Lingala

In Lewiston and Augusta Areas:

Arabic French (multi-lingual) Vietnamese Cantonese Kinyarawanda Kirundi Dari Portuguese Somali

The Interpreter is the person responsible for providing direct interpreting services for refugees and immigrants. Requirements: fluency in English, a High School diploma, and fluency in one or more desired languages. Please note that chosen candidates will be tested at Language Partners office in Portland or Lewiston. Experience providing interpreting services is a plus. Please contact Guyin Lucy Liu at 207-772-4517 or gliu@ccmaine.org to learn more about the position.

Position Code 270 Salary Code—I EEO– 2 OC NON Internal & External 8-2-19

MILIEU COUNSELOR

St. Francis Recovery Center

Catholic Charities Maine **St. Francis Recovery Center** in **Auburn** has a **Full Time** opening for a **Milieu Counselor**. The Milieu Counselor is the professional person responsible for aspects of client clinical services, case management and milieu oversight. Hours currently available are: Saturday & Sunday 1st & 2nd Shifts (ranging from 8:00AM-10:00PM) and Monday-Friday 2:00PM – 10:00PM. Eligible candidates shall be licensed as a Certified or Licensed Alcohol and Drug Counselor (CADC or LADC). Shall have a minimum of an Associate’s Degree in social services or a closely related field or equivalent experience and/or training. Experience in the substance abuse field is preferred but not required. *Resumes will be accepted until position is filled.*

Position Code—128.STF Salary Code—I NON EEO– 2 FT Internal & External 7-8-19

ON CALL DENTAL AUDITOR

Catholic Charities Maine has an **on-call** opening for a Dental Auditor. The On-Call Dental Auditor is responsible for providing service documentation review of patient service records and ensuring that dental and orthodontic claims are correctly coded and appropriately documented in our client offices. Audits are completed on a quarterly basis, working 10-15 hours within every three months of the year. Eligible candidates shall have a minimum of an Associates Degree. The candidate must also hold a current and in good standing certification in dental coding (CDC). Shall have a minimum of two (2) years experience in the dental field as a provider or in an administrative capacity. Must be competent in navigation and utilization of software.

Position Code-058 Salary Code-K Status – On Call EEO-5 NON Advertise Internal & External 5-23-18

ORTHODONTIST ***In Scenic Coastal Maine!***

Close to both Portland and Boothbay Harbor Maine, Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Full Time** salaried opportunity for an Orthodontist.

You will be responsible for diagnosis and treatment planning for the orthodontic patients in our center. You will have an experienced practice manager, a team of well-trained assistants, and front desk staff to handle all the paperwork, administration, and assist you in treating patients. In addition, you will have a senior orthodontist available to assist and supplement you, ensuring a successful transition.

Jessie Albert Dental and Orthodontic Center is a well-respected clinic with over 40 years of experience in the community. We are committed to the mission of Catholic Charities Maine to bring help & hope to Maine's most vulnerable. JADOC is one of the few orthodontic centers in Maine that accepts Medicaid.

We offer an outstanding benefit package which includes:

- 4-day work week
- Medical and dental insurance, short and long term disability, life insurance and 401k
- Robust time off and paid holidays
- Uniform allowance
- Malpractice insurance reimbursement
- DEA license reimbursement
- State license reimbursement
- Continuing Education allowance

An additional benefit of JADOC being located in Maine are the scholarship programs. Maine has two student loan repayment assistant programs – Alford Leaders & Opportunity Maine. Interested candidates may be eligible to apply. This includes undergrad and graduate costs that could be up to \$60k+ toward student loans. More information here:

<https://www.famemaine.com/education/topics/managing-student-loans/alfond-leaders/>

<https://www.liveandworkinmaine.com/opportunity-maine/>

Qualifications:

- Shall have a minimum of a Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD).
- Must be a graduate of a certified orthodontic and dentofacial orthopedics program having earned either a certification or master's degree in Orthodontics & Dentofacial orthopedics.
- Shall be licensed to practice dentistry in the State of Maine.

Position Code—391 Salary Code—15 Exempt EEO- 2 Status—FT Int and Ext 7-12-19

OVERNIGHT RESIDENT ADVISOR

Catholic Charities Maine St. Francis Recovery Center in Auburn has an opening for an **Overnight Resident Advisor**. This position is responsible for direct client non-medical care. St. Francis Recovery Center is a residential substance abuse treatment facility serving men in the Auburn area. The Overnight Resident Advisor will cover all shifts depending upon the staffing need, although are primarily evening, awake overnight, and weekend hours. This is an on-call position with various open shifts and hours can range from 8-40, per week. Eligible candidates shall have a minimum of a High School diploma or equivalent experience and the ability to learn the basic concepts related to substance abuse. Shall have maturity, initiative, sound judgment and dependability. Previous experience working in the substance abuse related field is a plus!

Position Code – 130.78 Salary Code - D EEO - 9 Status – OC NON Int. & Ext. 5-17-19

REFUGEE MENTAL HEALTH CARE COORDINATOR

Catholic Charities Maine has a **Full-Time** opportunity for a **Refugee Mental Health Care Coordinator**. The Refugee Mental Health Care Coordinator (RMHCC) is part of the Refugee Medical Screening Team based in

the Refugee and Immigration Services (RIS) who coordinates the post arrival medical screening process of refugees, asylees, and other population of concerns to the Office of Refugee Resettlement (ORR). The RMHCC will be responsible for the mental health screening part of the RMS team using the RHS-15 mental health screening tool. The goal of this position is to screen, report screening results, appropriately refer those that screen positive, and follow up after referral to ensure appropriate mental health care is being provided. The screening may take place at the RIS office, a medical facility, or the clients' homes. Some travel will be required to cover all refugee resettlement areas in Maine.

Full-Time Benefits Include:

- A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately.)
- **Medical, dental, vision, short and long-term disability, life insurance, 401k and wellness incentives!**

Qualifications:

- Eligible candidates shall have a Bachelor's degree in Mental Health and Human Services or related field. Equivalent experience and/or training will be considered.
- Must be certified or eligible for certification as a Mental Health Rehabilitation Technician/Community (MHRT/C).
- Shall have a minimum of three (3) years' experience with the refugees and immigrant population.
- Must have a working familiarity with the principles and practices of mental health case management.
- Must be knowledgeable in computer and office practice skills.
- Shall have knowledge of mental illnesses such as PTSD, Major Depressive Disorder, and Anxiety Disorder.
- Familiarity with the RHS-15 tool is a preferred.

Position Code—639 Salary Code—J Status—FT NON EEO-2 Internal & External 7-26-19

RESIDENT ADVISOR

Catholic Charities Maine St. Francis Recovery Center in **Auburn** has an immediate opening for a Resident Advisor. This position is responsible for direct client non-medical care. St. Francis Recovery Center is a residential substance abuse treatment facility serving men in the Auburn area. This is an on-call position with various open shifts and hours can range from 8-40, per week. Eligible candidates shall have a high school diploma or equivalent and be willing to work overnight shifts. Previous experience in substance abuse is a plus!

Position Code – 130 Salary Code - D EEO Code - 9 Status – OC NON Int. & Ext. 5-17-19

RESIDENTIAL MEDICAL PROVIDER

Catholic Charities Maine St. Francis Recovery Center is seeking a **Residential Medical Provider** to join our team of committed and caring professionals dedicated to bringing health, recovery, and stability to the lives of those struggling with chemical dependencies, substance abuse issues, and other co-occurring use disorders.

Summary:

- The Residential Medical Provider is the professional person responsible for the initial medical clearance and medical necessity determination for clients seeking admission to the residential treatment program.
- Will serve as the Medical Director of the Substance Use Disorder sector of Catholic Charities Maine.
- This position includes extensive use of an electronic health record as well as e-prescribing of controlled substances (EPCS).
- This position is On-Call (4-6 Hours, per week)

Qualifications

- Eligible candidates shall possess a medical degree from an accredited Institution.
- Shall possess a license in good standing the State of Maine as an MD or DO. Suboxone Waiver preferred.

- Must possess sensitivity toward others, be comfortable working with the substance abuser in the criminogenic venue.
- Shall demonstrate flexibility and efficiency in managing tasks and documentation in a fast-paced environment, as well as effective communication skills.
- Must have at least two (2) years of directly related experience working in the field of substance use disorder treatment.

Position code -89 Salary Code-N EEO-2 On Call NON Internal & External 8-15-19

SCHEDULING COORDINATOR

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center in Bath** has a **Full Time** opening for a Scheduling Coordinator. The Scheduling Coordinator will perform multiple functions of a business office, with an emphasis on scheduling, checking in patients, and maintaining data in client charts. Eligible candidates shall have a high school diploma or equivalent. Requires strong organizational, computer, and customer service skills. Two (2) years' experience in the same or similar setting required. A working knowledge of Dentrix is a plus! *Resumes will be accepted filled.*

Position Code – 383 Salary Code - H5 EEO-5 Status – PT or FT NON Advertise- Internal & External 8-7-19

TEACHER OF VISUALLY IMPAIRED CHILDREN

NEW –SIGN ON BONUS!!

Catholic Charities Maine Education Services for Blind & Visually Impaired Children (ESBVIC) has one Full Time opening in Southern Maine and one Full Time opening in Downeast Maine for a Teacher of Visually Impaired Children.

The Teacher of Blind and Visually Impaired Children (TVI) is a professional teacher qualified to provide specialized instruction to children (ages 0-21) who are visually impaired. These services compliment the work of the classroom teacher and parents. The primary goal of these services is to enable children with a visual impairment to be educated within the least restrictive environment. Eligible candidates shall have a minimum of a bachelor's degree with a specialty in education for the blind/visually impaired from an accredited and recognized university or college program. Maine certification (#291) is required. Experience in teaching children who are blind and visually impaired, including pre-school children, is preferred. **New hires will receive a \$1,000.00 sign on bonus and an additional \$1,000.00 after a satisfactory performance rating after 2 years employment.**

Position Code- 638 Salary Code-07 EEO-2 Exempt FT Advertise Internal & External 5-23-19

Complete job and benefit information is available at www.ccmaine.org.

You may submit your cover letter and resume (*indicating the position title*) via email (hroffice@ccmaine.org), fax (207-523-2789), or mail to Human Resources Office, Catholic Charities Maine P.O. Box 10660, Portland, ME 04104.

Catholic Charities Maine is a United Way and EOE/Minorities/Females/Vet/Disabled Employer.