CATHOLIC CHARITIES MAINE

#### JOB OPPORTUNITIES

**WEEK OF DECEMBER 15TH, 2019**

***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 coordinates and manages the overall integration of the member’s behavioral and physical health services, in the context of their natural supports and community resources, in order to assist them in achieving their optimal health/wellness goals.

Eligible candidates shall have their MHRT-C (progress toward will be considered) with previous professional experience in the behavioral health field. Reliable transportation and a valid driver’s license is required.

Benefits include:

* Individual and group supervision towards clinical licensure (LMSW-CC, LCPC-C, CADC)
* 5 weeks of Earned Time (first year!)
* Competitive salary
* Annual training reimbursement
* 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 Maine is a great place to be!  Resumes will be accepted until position is filled.

Position Code—969 BHH Salary Code—I EEO Code – 2 NON Status—FT Advertise Internal & External 11-1-19- *Kelly Butler*

***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 COUNSELOR***

Does making a difference matter to you? Catholic Charities Maine, 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 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. The Clinical Counselor will work as part of the collaborative team in our implemented Opioid Health Home program.

Eligible candidates shall have their LCSW, LCPC, LCPC-c *or* LMSW-cc. In addition, the candidate must also be licensed as an Alcohol and Drug Counselor (LADC), 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 Maine 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. 9-25-19

***DENTAL ASSISTANT***

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Full-Time** opportunity for a Dental Assistant. Must enjoy working with children and adults in a fast-paced environment and have good people, organizational, computer and lab skills. Generous holiday and time off policy are offered. Shall have a high school diploma and current Maine certification in Radiography. Preference will be given to applicants with National Certification as a Dental Assistant (CDA). Experience in a dental office is preferred but not required. Experience with Dentrix a plus! Must be a team player. *Resumes will be accepted until position is filled.*

Position Code—390 Salary Code—H Status-FT EEO-9 NON Internal & External 10-29-19

***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

***GENERAL DENTIST***

Catholic Charities Maine **Jessie Albert Dental & Orthodontic Center** is looking for an **On-Call,** one (1) day per week, **General Dentist**. The General Dentist is the professional person who oversees and completes a variety of dental care and treatment activities to ensure appropriate dental health standards and practices are maintained for dental patients of the program. The General Dentist performs the full range of dental care and treatment activities and is responsible for supervising their own dental assistant. Eligible candidates shall have a minimum of a Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD). Shall be licensed to practice dentistry in the State of Maine. The ideal candidate for this position has worked with patients of all ages, is proficient in performing regular checkups and complex dental procedures and is committed to the highest quality of patient care. *Position will remain open until filled.*

Position Code – 387 Salary Code – M EEO – 2 NON OC Internal & External – 11-21-19

***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.*

Catholic Charities provides an excellent benefits package for full-time employees, including:

* 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)
* **Medical, Dental, Vision, short and long-term disability, life insurance**
* **ADP LifeMart Employee Discount program**
* Highly Incentivized Health and Wellness program!

Position Code—775 Salary Code— H Status—Full Time EEO-9 NON Internal & External 11-19-19

***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

***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:**

* Addison/Jonesboro
* Augusta/Gardiner
* Bangor/Brewer
* Berwick/Wells
* Biddeford
* Dover-Foxcroft/Guilford
* Eastport
* Etna/Newburgh
* Falmouth/Freeport
* Glenburn
* Lewiston/Auburn
* Lubec
* Manchester
* Norridgewock
* Old Orchard Beach
* Portland
* Rockland
* Saco
* Scarborough/South Portland
* Skowhegan/Madison
* Waterville/Winslow
* Windham
* 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 12-13-19

***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    Arabic   Sudanese-Arabic   Thai    Bosnian**   **Japanese**  **Korean**   **Kurdish**   **French Burmese**  **Vietnamese   Zande   Nuer   Hindi Russian Tigrinya Lingala  Kinyarwanda Bengali Spanish**

**In Biddeford area:**

**Kinyarwanda  Kirundi  Khmer Portuguese Arabic Lingala Spanish**

**In Lewiston and Augusta Areas:**

**Arabic**  **French (multi-lingual)**  **Kinyarawanda  Portuguese Somali Spanish**

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](mailto:gliu@ccmaine.org) to learn more about the position.

Position Code 270 Salary Code—I EEO– 2 OC NON Internal & External 10-11-19

***Independent Support Services (ISS)***

***Services Coordination Assistant – Full Time***

**Catholic Charities Maine** Independent Support Services (ISS) has a **full-time** opening for an individual to assist the ISS program with intake, workforce recruitment, oversight of the self-direct care option, data management and other administrative tasks. This position is deployed out of the Portland Area Office and may involve some travel.

**Educational Qualifications**: The ISS Services Coordination Assistant shall have a minimum of a bachelor’s degree in Social Work or a closely related field or equivalent experience and/or training.

**Experience Qualifications**: The ISS Services Coordination Assistant shall have a minimum of two (2) years related work experience.

**Personal Qualifications**: The ISS Services Coordination Assistant shall have initiative, dependability, assessment and customer service skills, competency with use of computers and spreadsheet and electronic health record applications, the ability to work independently or as a member of a team, with flexibility to assume a diverse range of work tasks under the direction of different team members.

**Benefits include:**

* Working as a member of a team in a collaborative, mission-driven work environment
* Generous paid time off for personal, sick and vacation time
* 6 agency holidays
* A choice of two health plans and availability of a dental/vision plan
* Life insurance, short and long-term disability coverage
* 401(k) retirement plan with employer match after one year of employment

***For more information, call Janette Gustafson, ISS Services Coordinator at 523-2774.***

Position Code – 1005.ISS Salary Code – H5 FT EEO-5 NON Advertise – Internal & External – 11-22-19

***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 – Alfond 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

***RECOVERY SUPPORT STAFF***

**Catholic Charities Maine St. Francis Recovery Center** in **Auburn** has **an opportunity to work a flexible schedule that fits with your needs.** Full-time, part-time, and per-diem opportunities for responsible direct client, non-medical care.

This is a rewarding position that provides compassionate support for male clients with substance use disorders in a residential setting. Current open positions are primarily evening, awake overnight, and weekend hours.

Must have a high school diploma or equivalent, and a valid driver’s license. Previous experience working with substance use disorders is a plus, and we are willing to train motivated candidates. Opportunity for those with degrees in social behavioral sciences, human services, psychology, and criminal justice who are seeking entry level experience.

**This position includes:**

* A great team of coworkers
* Competitive pay with shift differentials
* Opportunity to work part or full-time
* 10% discount at CCM Child development centers
* 20% off at Threads of Hope Thrift stores

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

* Earned Time
* Bereavement Time off
* 6 agency holidays
* Medical, Dental, Vision
* Short and long-term disability, life insurance paid by Catholic Charities
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program
* 401k agency contribution

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

Position Code – 130 Salary Code - H EEO Code - 9 Status – ALL Int. & Ext. 11-22-19

***REFUGEE HEALTH PROMOTION GRANT MANAGER***

***Refugee & Immigration Services***

Catholic Charities Maine Refugee & Immigration Services has a **Full Time** opening for a **Refugee Health Promotion Grant Manager**. The primary objective of the Health Promotion Project for New Mainers is to develop, promote, implement, and sustain health literacy education workshops, materials and group wellness sessions for refugees and other eligible immigrants that have recently come to Maine. Through this education, refugees will learn three aspects to personal and long-term health within their new community: ability to understand and utilize physical and mental health service options, ability to navigate the health system, and ability to know and apply for health insurance programs. The Refugee Health Promotion Grant Manager will promote health literacy, collaborate with the refugee medical screening team and medical screening providers, and support and supervise statewide subcontractors workshop activities. The secondary objective of the Health Promotion grant is to ensure follow up with ORR eligible clients in need of chronic health condition follow up services through targeted case management and collaboration with local FQHCs. The position is based in Lewiston with statewide travel.

Qualifications include:

* A minimum of bachelor’s degree or equivalent experience. A bachelor’s degree in social work or health sciences is preferred.
* Three (3) years of work experience in social services or health related services is preferred.
* Experience managing a grant or large independent project preferred.
* Multilingual skills and experience working in multi-cultural settings is desirable.
* Knowledge of the health care system and community resources in Lewiston/Auburn area is also preferred.

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

* 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 Maine is a great place to be!  *Resumes will be accepted until position is filled.*

Position Code – 283.RIS Salary Code – H Position – FT EEO - 2 NON Int & Ext – 11-8-19

**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 has 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 OC NON Internal & External 12-13-19

***SECOND COOK***

**Catholic Charities Maine St. Francis Recovery Center** in **Auburn** **has** a**n exciting, opportunity for a part-time or per-diem cook.**

This is a rewarding position that provides compassionate support for male clients with substance use disorders. This is a unique position for someone with experience in a residential programs, special diets, scratch baking, and running a kitchen, but also provides the opportunity to teach residents the basics of cooking. Current open position is primarily weekend hours.

Applicants shall have demonstrated initiative, sound judgment and dependability. Qualified applicants will have six months prior professional kitchen experience, and preferably with a high school diploma or equivalent.

**This position includes:**

* A great team of coworkers
* Earned Time
* Bereavement Time off
* 6 agency holidays
* 10% discount at CCM Child development centers
* 20% off at Threads of Hope Thrift stores

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

Position Code – 361 Salary Code - H EEO Code - 9 Status – PT Int. & Ext. 11-14-19

***STATE REFUGEE DATA SPECIALIST***

***Office of Maine Refugee Services***

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine in **Portland** is seeking a **full time State Refugee Data Specialist (SRDS)**. This position is responsible for coordinating all refugee program data. The SRDS is Maine’s data specialist for ClientTrack, the web-based data collection system for client services and outcomes related to OMRS grants. The SRDS supports the data needs of all OMRS staff and generates reports and queries for subgrantee end users of ClientTrack. The SRDS is responsible for training, educating, and troubleshooting needs of ClientTrack end users. The SRDS working with the ClientTrack database administrators will assist in data collection system improvements, plan builds, and test builds after development. The SRDS is responsible for preparing federal reports for submission to ORR and understanding all data needs and requirements for the reports.

Qualifications Include:

* A minimum of a Bachelor’s degree with a major in computer science, IT, mathematics, or related field or equivalent job experience.
* Strong writing skills and proficiency with web-based data collection systems querying, reporting, and analyzing data, Microsoft Office (Excel, Word, Access, Outlook), and other computerized data or reporting software is required.
* Knowledge of Visual Basic for Applications (VBA) and understanding of federal grant components, requirements, and practical implementation is strongly desired.
* Experience working with multicultural/multilingual populations is preferred.

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

* 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 Maine is a great place to be!  *Resumes will be accepted until position is filled.*

Position Code- 1021 Salary Code—J Status—FT NON EEO-5 Internal & External 11-4-19

***SUBSTANCE USE DISORDER COUNSELOR II***

Does making a difference matter to you? Catholic Charities Maine, 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 **per diem counselors** 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. **The Substance Use Disorder Counselor** will work as part of the collaborative team in our outpatient and implemented Opioid Health Home program. Eligible candidates shall be Licensed or Certified as an Alcohol and Drug Counselor (LADC or CADC). 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.

This position offers on-site supervision, **flexible hours**, and an opportunity to grow in the field of co-occurring and substance use disorder treatment.

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

Position Code 114.CS Salary Code—K5 EEO– 2 NON OC Int. & Ext. 11-1-19

***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**](http://www.ccmaine.org)**.**

**You may submit your cover letter and resume (*indicating the position title*) via email (**[**hroffice@ccmaine.org**](mailto: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.**