CATHOLIC CHARITIES MAINE

#### JOB OPPORTUNITIES

**WEEK OF MARCH 15th, 20****20**

***CARE COORDINATOR***

***SIGN-ON BONUS!***

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 are required.

Benefits include:

* **$1,500 Sign-on bonus:** $500.00 at time of hire, $500.00 after 6-months of active and satisfactory job performance & $500.00 at 12-months with active and satisfactory job performance.
* 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 12-19-19

***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 TEAM LEADER***

***Interdisciplinary Program Supervisor***

**$1,500.00 SIGN ON BONUS!**

Do you possess strong clinical, organizational, 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** at our **Portland-based Support and Recovery Services program**. 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.

This unique Clinical Team Leader position provides flexible support to the program and across the various service teams to insure timely, high quality services. This position also includes assisting with intakes, supporting the counseling needs of the ACT team members, and back-up team supervisory responsibilities.

**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 1-8-20

***DENTAL ASSISTANT***

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Part-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-PT 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

***FOOD BANK WAREHOUSE ASSISTANT***

***Caribou***

Catholic Charities Maine Food Bank in **Caribou** has a **part-time** opening for a Warehouse Assistant, working 20 hours per week, including Saturdays. This position helps the Warehouse Manager carry out the daily operations of the food bank. This involves warehouse work (including waiting on customers, lifting, loading, and unloading of materials). Forklift experience is preferred. Eligible candidates shall have a high school diploma or its equivalent and previous work experience sufficient to indicate an ability to successfully undertake this position. Must have good communication skills, organizational skills, as well as the ability to multi-task on a regular basis. Must be proficient in Microsoft Office Word & Excel. Must have and/or be willing to acquire Class B CDL driver’s license.

Physical requirements include:

* Must be able to lift 50 lbs. unaided using proper techniques.
* 75% of the day requires standing or walking on gravel, wood, and concrete floors.
* Knowledge of and ability to operate a gas forklift & possess the ability to learn operation of a stand-up electric forklift.
* Must be familiar with, and able to operate pallet jack, (manual and electric).
* Loading and unloading of warehouse materials off delivery trucks with or without auxiliary equipment is required.
* Working on and around heavy equipment.

Position Code—072 Salary Code—F Non-Exempt EEO - 8 Part Time Advertise Internal & External 2-18-20

***GENERAL DENTIST***

Catholic Charities Maine **Jessie Albert Dental & Orthodontic Center** currently has a job opening for a **General Dentist**. This position would start with one (1) day per week, with the potential to move toward Part-Time or Full-Time status. 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. Benefits include a great team of coworkers & competitive pay with shift differentials. Part-Time & Full-Time employees also earn a generous paid time plan to use for personal, sick and vacation time, Continuing Education Allowance and Dental License Fee Coverage/Reimbursement.

**Qualifications:**

* 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 – 1-24-20

***ST. ELIZABETH CHILD DEVELOPMENT CENTER***

***EARLY CHILDHOOD ASSISTANT TEACHER – FULL TIME***

**SIGN ON BONUS FOR NEW HIRES!!**

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 **Full-Time Early Childhood Assistant Teacher** positionat **St. Elizabeth’s Child Development Center**.

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, an *additional* $250.00 after a satisfactory performance rating after 6 months employment, and an *additional* $500.00 after a satisfactory performance rating after 1 year of 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)
* **50%** **Discounted child care rates for employee’s children (exclusive to Private Pay)**
* 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 Assistant Teacher shall have a minimum of a Child Development Associate (CDA) or equivalent. A 2 year degree is preferred.
* One (1) year of experience in the early childhood field
* Must be willing to maintain CPR and First Aide Certification

Position Code—917 Salary Code—G Status—FT NON EEO-9 External and Internal – 1-17-2020

***EARLY CHILDHOOD EDUCATION 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 **Full-Time Early Childhood Education Teacher** position at **St. Elizabeth’s Child Development Center** in **downtown Portland, Maine.**

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, an *additional* $250.00 after a satisfactory performance rating after 6 months employment, and an *additional* $500.00 after a satisfactory performance rating after 1 year of 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)
* **50%** **Discounted childcare rates for employee’s children (exclusive to Private Pay)**
* 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

* 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.
* 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 Status—FT NON EEO-9 Advertise External and Internal 1-9-2020

***EARLY CHILDHOOD SPECIAL EDUCATION TEACHER***

**SIGN-ON BONUS!**

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 **Full-Time Early Childhood Special Education Teacher Position** at **St. Elizabeth’s Child Development Center in downtown Portland, Maine**. The Special Education Teacher is the high-level professional person who provides developmental and educational services to children and families in the classroom setting.

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.

**Qualifications:**

* 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 Specially Designed Instruction to children with a broad range of disabilities.

**Benefits include:**

* **New hire will receive a $250.00 sign on bonus, an *additional* $250.00 after a satisfactory performance rating after 6 months employment & an *additional* $500.00 after a satisfactory performance rating after 1 year of employment.**
* 5 weeks of Earned Time (first year!)
* Bereavement Time off
* 6 agency holidays
* 401k agency contribution
* **50% CDC Employee discount on childcare at our Catholic Charities Child Development Centers** (Locations in Portland and Biddeford. Discount exclusive to Private Pay.)
* **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-2 NON Internal & External 1-9-2020

***EARLY CHILDHOOD SUBSTITUTE***

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 **On-Call Early Childhood Substitute** position at **St. Elizabeth’s Child Development Center** in Portland. This professional person will be actively engaged with and observe the children while supporting, promoting, enhancing and facilitating learning situations.

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 include:**

* A great team of coworkers
* Competitive pay
* 10% Discounted childcare rates for employee’s children (exclusive to Private Pay)
* 20% off at Threads of Hope Thrift stores

**Qualifications:**

* 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.

Position Code—963 Salary Code—F EEO–9 Non Exempt On Call Internal and External 1-17-20

***ST. LOUIS CHILD DEVELOPMENT CENTER***

***EARLY CHILDHOOD EDUCATION 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 **Full-Time Early Childhood Teacher** position at **St. Louis Child Development Center**. 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, an *additional* $250.00 after a satisfactory performance rating after 6 months employment, and an *additional* $500.00 after a satisfactory performance rating after 1 year of 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)
* **50%** **Discounted child care rates for employee’s children (exclusive to Private Pay)**
* 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

* 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.
* 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. 1-9-20

***EARLY CHILDHOOD SUBSTITUTE***

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 **On-Call Early Childhood Substitute** position at **St. Louis Child Development Center** in Biddeford. This professional person will be actively engaged with and observe the children while supporting, promoting, enhancing and facilitating learning situations.

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 include:**

* A great team of coworkers
* Competitive pay
* 10% Discounted childcare rates for employee’s children (exclusive to Private Pay)
* 20% off at Threads of Hope Thrift stores

**Qualifications:**

* 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.

Position Code—963 Salary Code—F EEO–9 Non Exempt On Call Internal and External 1-9-20

***SCHOOL-AGE ASSISTANT PROGRAM LEADER***

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 **On-Call School-Age Assistant Program Leader** at **St. Louis Child Development Center**. 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.

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 include:**

* A great team of coworkers
* Competitive pay
* Flexible work schedule
* 10% Discounted childcare rates for employee’s children (exclusive to Private Pay)
* 20% off at Threads of Hope Thrift stores

**Qualifications:**

* 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.

Position Code—965.CCC EEO-9 Salary Code—F Status—OC Advertise External and Internal 1-9-20

***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/Windsor
* Bangor/Brewer
* Belfast
* Bridgton/Fryeburg
* Brownville/Milo
* Brunswick/Bath
* Dover-Foxcroft/Guilford
* Ellsworth/Bar Harbor
* Falmouth/Freeport
* Glenburn
* Greene
* Greenville
* Kittery
* Leeds
* Lewiston/Auburn
* Newburgh
* Norridgewock
* Portland
* Skowhegan/Madison
* Scarborough/South Portland
* Waterville/Oakland/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 2-27-2020

***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

***MEDICAL SCREENING CARE COORDINATOR***

**Catholic Charities Maine** **Refugee and Immigration Services** has a **full-time** opening in **Portland** for a **Medical Screening Care Coordinator**. The Medical Screening Care Coordinator will provide all direct coordination of medical screening services to clients under their case load. They will ensure appointments are made; clients attend appointments that they understand and can utilize Logisticare and Kennebec Valley Community Action Program (KVCAP), Maine’s MaineCare reimbursed transportation systems, and that they receive all required follow up services. Medical Screening Care Coordinators are responsible for the orientation of clients to the US Health Care system and any needed ongoing training on these services.

**Qualifications:**

* Eligible candidates for this position shall have a bachelor’s degree or equivalent experience.
* Three (3) years of work experience in social services or health related services is preferred.
* Multilingual skills (Arabic, Kinyarwanda, French, Swahili, Somali) and experience working in multicultural settings is desirable.
* Knowledge of the health care system and community resources in Lewiston/Auburn, Augusta and or Greater Portland area is also preferred.

**Benefits for Full-Time Employees Include:**

* Medical, Dental & Vision Insurance
* A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately).
* Bereavement Time off
* 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford – Exclusive to Private Pay)
* 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.
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program!

Position Code: 288.RIS Salary Code: I NON FT EEO-2 Internal & External – 1-28-2020

**NURSE CARE MANAGER**

**SIGN-ON BONUS!**

Catholic Charities Maine **Support and Recovery Services has a** **Full Time** opening for a Nurse Care Manager to serve both the Assertive Community Treatment (ACT) & Behavioral Health Home (BHH) services in **the Portland, Maine**!

Come join our team of providers, working in a non-hospital based, client centered environment, integrating primary care and mental health services (holistic care). The **Nurse Care Manager** assists in supporting clients in achieving their optimal level of health & wellness. Shall provide support and guidance to the BHH and ACT teams through phone contact directly with patients, participation in weekly group supervision, managing notifications regarding hospitalizations and appropriate follow up with clients, by phone or in person. Experience in the community behavioral health field, demonstrated competence in utilizing technology, and **some travel within the Greater Portland area is required.**

The successful applicant shall demonstrate maturity, initiative, sound judgment and creativity, a capacity to assume and delegate responsibilities, as well as the ability to communicate effectively both orally and in writing and shall have and maintain a valid driver’s license and clean driving record.

Core Components of the Position

* Participate in weekly group supervisions
* Compose and deliver wellness groups and trainings to identified clients
* Monitor notifications through HealthInfoNet and follow up as appropriate with client, CCM staff & PCP
* Act as a resource for staff seeking information about medical conditions to assist them with treatment plan development and/or support of their clients
* Follow up with clients after discharge from hospitalizations to assure discharge plan is being adhered to, assist with making appointments for follow up as needed
* Monitor labs, x-rays, which may be needed as a result of a client’s diagnosis and advocate with PCP if they have not happened
* Liaison between PCP & BHH

Benefits include:

* **$1,500 Sign-on bonus:** $500.00 at time of hire, $500.00 after 6-months of active and satisfactory job performance & $500.00 at 12-months with active and satisfactory job performance.
* 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!

 Education Requirements:

* Registered Nurse, Nurse Practitioner or Advance Practice Nurse, as defined by the Maine State Board of Nursing.
* Minimum of four (4) years direct service experience working in a healthcare setting, with at least two (2) years experience working directly with individuals with Severe and Persistent Mental Illness (“SPMI”) or Serious Emotional Disturbance (“SED”)
* Experience working with underserved, transient populations and clinical co-morbidities (co-occurring mental health, substance abuse, and physical health problems) is preferred
* Previous use of an electronic health record is preferred.

Position Code – 966.BHH Salary Code – K5 EEO – 2 NON FT Advertise: Int & Ext 12-18-19

***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***

**Catholic Charities Maine Jessie Albert Dental and Orthodontic Center in Bath is in high demandand currently has an on-call opportunity for an Orthodontist!**

Jessie Albert Dental and Orthodontic Center (JADOC) is a well-respected center 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.

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. This position works one (1) day per week, as well as covers the vacation time of the other Orthodontists.

**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 NON EEO- 2 Status—OC Advertise Internal and External 1-21-2020

***PROGRAM COORDINATOR – SEARCH***

***$500.00 Sign-On Bonus!!***

Catholic Charities Maine **SEARCH** (Seek Elderly Alone, Renew Courage & Hope) Program is seeking a **part-time (**20 - 24 hours per week) **Program Coordinator** for our Franklin/Oxford County site. The mission of the SEARCH Program is to enable vulnerable seniors to remain independent and create a long-term support system to meet their needs. We recruit and train volunteers to provide support services and transportation assistance to help seniors remain independent in their own homes. The Program Coordinator is the person responsible for carrying out the day to day implementation of the program site that covers parts of Franklin & Oxford Counties with use of office space in Jay and Mexico. We are looking for someone with knowledge of community organizations and resources in the areas that we are currently serving. Experience in public speaking a plus. Experience and knowledge in working with Microsoft Outlook, Excel and Word preferred. There will be local travel within the program's service area. Eligible candidates must have experience in working with volunteers and the elderly. Shall have a minimum of an Associate’s degree in Human Services or social work, or related field. Three (3) years’ of directly related experience may be substituted for an Associate’s degree. Shall have a minimum of three (3) years’ experience in the Human Services or related field. New hire will receive a $500.00 Sign-On Bonus. *Resumes will be accepted until position is filled.*

Position Code—409 Salary Code—H NON Status—PT Advertise Internal and External 3-6-2020

***RECOVERY SUPPORT STAFF***

**Catholic Charities Maine St. Francis Recovery Center** in **Auburn** currently has **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. If making a difference is your passion, Catholic Charities Maine is a great place to be! *Resumes will be accepted until positions are filled.*

**Benefits include:**

* A great team of coworkers
* Competitive pay with shift differentials
* 10% discount at CCM Child development centers
* 20% off at Threads of Hope Thrift stores

Position Code – 130 Salary Code - H EEO - 9 Status – OC Int. & Ext. 1-9-2020

***SECOND COOK***

**Catholic Charities Maine St. Francis Recovery Center** in **Auburn** has an exciting opportunity for a **Part-Time Second 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 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 have 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

Position Code – 361 Salary Code - H EEO Code - 9 Status – PT Int. & Ext. 2-10-20

***TEACHER OF VISUALLY IMPAIRED CHILDREN***

**NEW –SIGN ON BONUS!!**

**Catholic Charities Maine** **Education Services for Blind & Visually Impaired Children (ESBVIC) has two Full Time openings 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 1-23-2020

**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/Veteran/Disabled Employer. Catholic Charities Maine participates in E-Verify. For more information on E-Verify, please go to:** [**https://www.ccmaine.org/employment**](https://www.ccmaine.org/employment)