CATHOLIC CHARITIES MAINE

#### JOB OPPORTUNITIES

**WEEK OF AUGUST 16th, 20****20**

***ADULT BEHAVIORAL HEALTH HOME COORDINATOR***

***SIGN-ON BONUS!***

**Catholic Charities Maine** **Fairfield Adult Mental Health** has a **full time** opening in the **Augusta & surrounding areas** for an **Adult Behavioral Health Home Coordinator** to coordinate and monitor the delivery of effective, integrated behavioral and physical health services to qualifying BHH members. There will be a $**2,500 sign-on bonus (**$1,250.00 after a satisfactory performance rating at 6 months employment and an additional $1,250.00 at 1 year of satisfactory performance).

Responsibilities include coordinating and managing the overall integration of member’s services, in the context of natural supports and community resources, in order to assist them in achieving their optimal health/wellness goals. Applicants should be certified by the Department as a Mental Health Rehabilitation Technician-Community (MHRT/C). Shall have a minimum of two (2) years of relevant experience working with adults, specifically in a behavioral health case management capacity, 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—969 BHH Salary Code—I EEO– 2 NON FT Internal & External -7-8-20

**BEHAVIORAL HEALTH NETWORK NURSE CARE MANAGER**

**SIGN-ON BONUS!**

Catholic Charities Maine **Support and Recovery Services has a** **Full Time** opening for a Behavioral Health Network Nurse Care Manager. The Nurse Care Manager functions as a core member of a collaborative care team that includes a Clinical Team Leader, Clinicians, a Behavioral Health Home Coordinator, Psychiatric Nurse Practitioner, Peer Support Specialist, healthcare consultants and primary care partners. The Nurse Care Manager shall provide primary care consultation, psychiatric care consultation, and work with the Behavioral Health Network Programs to include (though not limited to) Counseling Services, Opioid Health Homes, Behavioral Health Home, Medication Assisted Treatment and Medication Management Services.

The Nurse Care Manager shall be a Registered Nurse, Nurse Practitioner or Advance Practice Nurse, as defined by the Maine State Board of Nursing. Shall have a 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.

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!

*Resumes will be accepted until position is filled.*

Position Code – 966.BHN Salary Code – K5 EEO – 2 NON FT Advertise: Int & Ext 08-10-20-

***BEHAVIORAL HEALTH NETWORK OUTREACH***

***CARE COORDINATOR***

**SIGN-ON BONUS!**

Catholic Charities of Maine has a Full-Time opening for a Behavioral Health Network Outreach Care Coordinator.

The BHN Outreach Care Coordinator shall be a trained, supervised professional who will work as an integral part of the Behavioral Health Network Team to coordinate and monitor the delivery of effective, integrated behavioral and physical health services to qualifying Behavioral Health Home (BHH) members. 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, in order to assist them in achieving their optimal health/wellness goals.

The BHN Outreach Care Coordinatorfor Members with Serious and Persistent Mental Illness (SPMI) - shall be an individual who is certified by the Department as a Mental Health Rehabilitation Technician/Community (MHRT/C). Additional Crisis Service Provider (CSP) training and/or willingness to obtain training in is preferred.

Shall have at least two (2) years of relevant experience working with adults, specifically in a behavioral health care coordination capacity, possess a working knowledge of pertinent local community resources, experience with crisis support and have the requisite computer skills necessary to function successfully in an electronic health record environment.

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!

*Resumes will be accepted until position is filled*

Position Code – 506.BHN Salary Code – I EEO – 2 NON FT Advertise: Int & Ext 08-11-20

***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

***CLINICAL COUNSELORS***

***Sign on & retention bonuses available!***

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 **full time and per diem Clinicians** for our outpatient substance use and mental health program.  This position is responsible for providing evidence-based addictions counseling and psychotherapy to individuals in need. The Clinical Counselor will work as part of the collaborative team in our new, multi-program location in Portland.

Eligible candidates shall have their LCSW, LCPC, LCPC-c *or* LMSW-cc. In addition, the candidate must eligible to be licensed as a Drug Counselor (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.

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

* Group and individual clinical supervision
* Training stipend available
* Cost of licensure renewal reimbursed
* 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-8 EEO Code – 2 NON Status—FT-OC Advertise Internal & External 8-13-20

***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

***DENTAL HYGIENIST***

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Full Time** opening for a Dental Hygienist. The Dental Hygienist is responsible for direct patient care and preventive dental education under the general supervision of the dentist. Eligible candidates shall have an Associate of Science degree from an accredited school of dental hygiene and be licensed by the State of Maine Board of Dental Examiners. The candidate is responsible to be updated in current practices of dental hygiene in didactic and clinical skills. Current Maine certification in Radiography is required. Certification in State of Maine for use of Nitrous Oxide and local anesthesia is preferred. Shall have experience in either a private practice or public health setting and enjoy working with children and adults. *Resumes will be accepted until position is filled.*

Position Code—405 Salary Code—K5 Status—FT External & Internal 08-12-20 – *Karen Palleschi & Dr. Meredith Davis*

***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 THERAPIST***

***Bangor***

[Catholic Charities Maine](http://www.ccmaine.org)is a large, statewide, and diverse social service agency. Come join our team of talented employees and become a part of our vast network of resources!

Catholic Charities Maine is proud to be the only agency in Eastern and Central Maine to provide **Functional Family Therapy (FFT)**, an evidence-based, home-based family therapy program and we **currently have one opening in our Bangor office.**

Position includes:

* Out of state specialized training by [FFT, LLC](http://www.fftinc.com).
* Ongoing specialized training and supervision provided by trained on-site FFT supervisor
* Ongoing consultation with National FFT consultant, including yearly training
* Providing family therapy in a home-based setting
* Participation in team meetings
* Active collaboration with other providers including corrections, schools, and case managers
* Flexible schedule- you make your own!
* Evening hours and travel required

Excellent benefits include:

* $2500 sign on bonus opportunity!
* Opportunity to earn a generous monthly incentive
* Mileage reimbursement
* Weekly group and individual clinical supervision
* Incentives for meeting group and individual outcomes
* 30 days paid vacation
* 6 agency holidays
* Agency-issued laptop~~s~~ and iPhone for easy email access and electronic scheduling
* Electronic health records with remote access—access on the road, at home or in office!
* **Medical, dental, vision, short and long-term disability, life insurance, 401k and wellness incentives!**

Education requirements:

* Minimum of a Master’s of Social Work or equivalent advanced study in a related field
* Conditionally or fully licensed as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or License Marriage Family Therapist (LMFT)
* *License eligible individuals are also encouraged to apply*
* Must have at least two (2) years of demonstrated experience in providing social services to families and/or children.

Position Code–517 Salary–08 Exempt FT EEO-2 Int.& Ext. 8-14-20

***FAMILY THERAPIST***

***Fairfield***

[Catholic Charities Maine](http://www.ccmaine.org)is a large, statewide, and diverse social service agency. Come join our team of talented employees and become a part of our vast network of resources!

Catholic Charities Maine is proud to be the only agency in Eastern and Central Maine to provide **Functional Family Therapy (FFT)**, an evidence-based, home-based family therapy program and we **currently have one opening in our Fairfield office.**

Position includes:

* Out of state specialized training by [FFT, LLC](http://www.fftinc.com).
* Ongoing specialized training and supervision provided by trained on-site FFT supervisor
* Ongoing consultation with National FFT consultant, including yearly training
* Providing family therapy in a home-based setting
* Participation in team meetings
* Active collaboration with other providers including corrections, schools, and case managers
* Flexible schedule- you make your own!
* Evening hours and travel required

Excellent benefits include:

* $2500 sign on bonus opportunity!
* Opportunity to earn a generous monthly incentive
* Mileage reimbursement
* Weekly group and individual clinical supervision
* Incentives for meeting group and individual outcomes
* 30 days paid vacation
* 6 agency holidays
* Agency-issued laptop~~s~~ and iPhone for easy email access and electronic scheduling
* Electronic health records with remote access—access on the road, at home or in office!
* **Medical, dental, vision, short and long-term disability, life insurance, 401k and wellness incentives!**

Education requirements:

* Minimum of a Master’s of Social Work or equivalent advanced study in a related field
* Conditionally or fully licensed as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or License Marriage Family Therapist (LMFT)
* *License eligible individuals are also encouraged to apply*
* Must have at least two (2) years of demonstrated experience in providing social services to families and/or children.

Position Code–517 Salary–08 Exempt FT EEO-2 Int.& Ext. 6-26-20

***FOOD BANK WAREHOUSE ASSISTANT***

***Caribou***

Catholic Charities Maine Food Bank in **Caribou** has a **Full-Time** opening for a Warehouse Assistant, working 40 hours per week, Monday - Friday. 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.

Benefits include:

* A great team of coworkers
* A generous paid time plan to use for personal, sick and vacation time (employees start to accrue time immediately)
* Medical, Dental and Vision Insurance
* 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—072 Salary Code—F Non-Exempt EEO - 8 Full-Time Internal & External 6-26-20

***GENERAL DENTIST***

Catholic Charities Maine **Jessie Albert Dental & Orthodontic Center** currently has a job opening for a **General Dentist**. This position is On-Call to Part-Time – Three (3) days per week, with the possibility to transition to future, Full-Time hours. 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 PT Internal & External – 7-22-20

***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 ASSISTANT TEACHER***

**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** position at **St. Louis Child Development Center** in Biddeford, ME.

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

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 – 5-15-20

***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

***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:**

* Auburn/Lewiston
* Bath/Woolwich
* Belfast
* Biddeford/OOB
* Brownville/Milo
* Brunswick/Harpswell/Topsham
* Dover-Foxcroft/Guilford/Sangerville
* Ellsworth
* Falmouth/Yarmouth/Freeport
* Kittery
* Lisbon
* Livermore Falls/Leeds
* Millinocket/Medway
* Portland
* Rockland
* Sanford/Berwick/Wells
* South Portland
* Westbrook

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 8-14-20

***IMMIGRATION LEGAL SERVICES ADMINISTRATIVE PROGRAM COORDINATOR***

Immigration Legal Services (ILS) is happy to announce that we currently have an opening for a part-time Administrative Program Coordinator. Currently this is a one-year position with the likelihood that it will be extended depending on performance and funding resources. The focus of the position is to coordinate and manage ILS operations including working to build new program systems, initiatives and projects.

Consider joining our team. You will learn about all forms of immigration and Maine’s diverse immigrant communities in a dynamic environment, and you will help us to better meet the urgent needs of our New Mainer community.

The responsibilities of this position will be developed in coordination with the ILS Administrative Program Coordinator to best fit her or his skills and interests within the scope of the prioritized needs of the program. A variety of program-level and administrative work is anticipated including the following:

* + Program development – time-sensitive projects such as
    - Creating a training module on current and developing immigration policy and best practices
    - Development of existing case intake, tracking, and monitoring forms and systems, including narrative records (stories) of case consultations that do not necessarily lead to case representation
  + Client /case Excel spreadsheet refinement and maintenance
  + Data reporting to current funders, and in support of new grant applications
  + Narrative reporting, telling the story of the impact of ILS work to current funders, as well as in support of new grant applications, and as a means of outreach to immigrants
  + Funding proposal development
  + Processing fees and record-keeping
* Training on program management
* Understanding Maine refugee resettlement and cultural awareness
* Highly diverse workforce and team-spirited work culture
* Internal supervision and support
* Community meetings, and collaborations with immigration legal services partners and ethnic community organizations

**Educational Qualifications**:

A combination of formal education and life experience sufficient to fulfill the responsibilities of the position

**Experience and Personal Qualifications:**

* Flexibility, maturity, initiative, and dependability
* Computer skills
* Organized and detail oriented
* Presentation / communication skills

Position Code—1037-RIS Salary Code—J Status—PT NON EEO-02 both 7-1-20 *– Hannah DeAngelis*

***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 SUPERVISOR***

**Catholic Charities Maine** in **Portland** has a **full-time** position open for a **Medical Screening Supervisor.** The Medical Screening Supervisor will oversee all staff involved in the refugee medical screening process. They will be the liaison between the State Refugee Health Coordinator and the RIS Medical Screening Team. Shall be responsible for the recruitment, hiring, supervision and training of staff to the Medical Screening Team. Shall receive all overseas medical records for primary refugee arrivals in Portland and coordinate any immediate medical resources required. The Medical Screening Supervisor will ensure Portland client data is inputted into the EDN system, ensure the coordination of client insurance information and address any delays in Mainecare services, thereby preparing clients for the screening process. If there are Class A or B cases with complicated health conditions, they will refer clients to Public Health Nurses under the Maine Centers for Disease Control (CDC).

Eligible candidates shall have a Bachelor’s degree or equivalent experience. Supervision experience is required. 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. *Resumes will be accepted until position is filled.*

Position Code: 287.RIS Salary Code: 8 EEO - 1.B Exempt Full-Time Internal & External – 8-4-2020

***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

***OVERNIGHT RESIDENT ADVISOR***

**Catholic Charities Maine St. Francis Recovery Center** in **Auburn** has a **full-time** opening for an **Overnight Resident Advisor**.

This is a rewarding position that provides compassionate support for male clients with substance use disorders in a residential setting.

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
* 10% discount at CCM Child development centers
* 20% off at Threads of Hope Thrift stores

**Catholic Charities provides an excellent benefits package for eligible full-time 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 Sal. Code - H EEO - 9 Status –FT Int. & Ext. 5-11-20

***PARISH ENGAGEMENT SPECIALIST***

Catholic Charities Maine Parish Social Ministry has a Part-time opening in the Portland area for a Parish Engagement Specialist. The Parish Engagement Specialist is responsible for forming collaborative relationships with parishes by being a resource in developing, implementing and evaluating their social ministries.

This person is responsible for promoting the parish services in a particular county or counties and will work with parishes in other parts of the state as needed to form collaborative relationships and promote ongoing social ministries. The candidate must work within this community to achieve the desired goals. Shall be responsible for understanding the emergency assistance and social safety net resources in their assigned counties.

This position requires computer literacy and working in an office setting. Some travel and evening or weekend hours are required as needed. Familiarity using Microsoft Windows computer applications is required.

The Parish Engagement Specialist shall have a Bachelor's Degree in a helping profession: e.g. pastoral ministry, social work, theology or other relevant course work and experience.

Preference will be given to a candidate with a minimum of two (2) years related direct service experience or experience within a parish setting, particularly with groups.

The person shall possess a solid understanding, working knowledge and respect for Catholic Church/parish structures, Catholic Tradition, and all Catholic Social Teaching principles.

*Resumes will be accepted until position is filled.*

Position Code—1036 Salary Code —I NON Status— PT Advertise Internal and External – 6-20-20

***PAYROLL SPECIALIST***

***SIGN ON BONUS!***

Catholic Charities Maine **Central Services, Finance Department** located in **Portland, ME** has a **Full-Time** opportunity for a **Payroll Specialist** to maintain accurate and concise records for their payroll department. Responsibilities include reviewing, auditing, and controlling the accuracy of all data input into the books of original entry. This person will make judgments ensuring the Agency’s Policies and Procedures, based upon both Generally Accepted Accounting Principles and the Agency’s internal controls, are followed. Eligible candidates shall have a minimum of an Associate’s Degree in Business Administration, and/or a closely related field. Shall have at least three (3) years of closely related experience with mid to large sized payroll systems. Proficiency with Microsoft Office (Excel & Word) is required. Experience with ADP is required. Microsoft General Dynamics/Great Plains experience is preferred, but not required.

Benefits include:

* **$750.00 sign on bonus at time of hire plus an additional $750.00 after 6-months of active and satisfactory job performance.**
* 5 weeks of Earned Time (first year!)
* Competitive salary
* 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!

*Resumes will be accepted until position is filled.*

Position Code--040 Salary Code—H Non-Exempt EEO – 5 Status—FT Advertise—Int & Ext 8-3-2020

***PSYCHIATRIC NURSE Practitioner***

***Sign on bonus!***

The Behavioral Health Network of **Catholic Charities,** located at our new facility in **Portland,** is currently seeking a **Full-Time Psychiatric Nurse Practitioner** to work in our expanding medication management service!

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 mental health and substance use disorder challenges. The position provides medication management in our outpatient program. This position offers the right candidate a competitive pay, flexible schedule, and an opportunity to work and grow with a highly motivated team in a fast-paced, client-centered, and increasingly integrated care environment.

Benefits:

* 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 Life-Mart Employee Discount program
* Highly Incentivized Health and Wellness program!

Requirements:

* The Psychiatric Nurse Practitioner shall be a Maine licensed Physician (MD), certified Psychiatrist, Physician’s Assistant (PA), an advanced practice registered nurse practitioner/clinical nurse specialist (APRN-PMH-NP/CNS), an adult psychiatric-mental health clinical nurse specialist (NP/CNS), or Registered Nurse, ANCC Board Certified (RN-BC) or Registered Nurse, Certified: American Academy Certified Nurse (RNC)
* In addition, the Medication Management Practitioner must have a current XDEA number
* Two (2) years’ clinical experience working with adults in this or a similar setting
* A high level of proficiency in working in an electronic health record system. *Resumes will be accepted until position is filled*.

Position Code—1007.BHN Salary Code—N EEO 2 NON Status—FT Internal & External 7-29-20

***PSYCHIATRIC NURSE Practitioner***

***Sign on bonus!***

The Behavioral Health Network of **Catholic Charities,** located at our new facility in **Portland,** is currently seeking a **per diem Psychiatric Nurse Practitioner** to work in our expanding medication management service!

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 mental health and substance use disorder challenges. The position provides medication management in our outpatient program 6-8 hours per week. This position offers the right candidate a competitive pay, flexible schedule, and an opportunity to work and grow with a highly motivated team in a fast-paced, client-centered, and increasingly integrated care environment.

The Psychiatric Nurse Practitioner shall be a Maine licensed Physician (MD), certified Psychiatrist, Physician’s Assistant (PA), an advanced practice registered nurse practitioner/clinical nurse specialist (APRN-PMH-NP/CNS), an adult psychiatric-mental health clinical nurse specialist (NP/CNS), or Registered Nurse, ANCC Board Certified (RN-BC) or Registered Nurse, Certified: American Academy Certified Nurse (RNC). In addition, the Medication Management Practitioner must have a current XDEA number. 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. *Resumes will be accepted until position is filled*.

Position Code—1007.BHN Salary Code—N EEO 2 NON Status—OC Internal & External 06-30-20

***RECOVERY SUPPORT STAFF***

**Catholic Charities Maine St. Francis Recovery Center** in **Auburn** currently has **Per-Diem** **& Part Time** 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. 4-28-20

**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, telehealth service delivery systems, as well as some e-prescribing duties, including controlled substances (EPCS).
* This position is On-Call (5-7 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 strongly 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 be comfortable and competent in the use of telehealth service delivery.
* 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 7-28-20

***SCHEDULING COORDINATOR***

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a Full- Time opportunity 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 –FT Non Advertise- Internal & External 8-7-2020

***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 6-30-2020

**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)