CATHOLIC CHARITIES MAINE

#### JOB OPPORTUNITIES

**WEEK OF** **MAY 16th, 2021**

***BEHAVIORAL HEALTH NETWORK NURSE CARE MANAGER***

***SIGN-ON BONUS!***

Catholic Charities Maine in **Portland** 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!

Position Code – 966.BHN Salary Code – K5 EEO – 2 NON FT Advertise: Int & Ext 3-30-21

***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.

Catholic Charities Maine, located at our new facility in **Portland**, is currently seeking a **full-time Behavioral Health Home Care Coordinator** to work in our expanding **Behavioral Health Network** program! 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)
* $20.00/hour and option for 4-day work week following successful completion of orientation
* 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 4-13-2021

***Case Manager***

***Refugee & Immigration Services***

Catholic Charities Maine **Refugee & Immigration Services in Portland** has a **Full-Time** opening for a **Case Manager**. The case manager is responsible for all aspects of each newly granted asylum client's needs and assists clients in accessing and securing services and resources, (i.e., housing, financial, food, vocational, medical, counseling, and social). This position connects the local community with newly arrived refugees, facilitating community partnerships and building sustainability for projects that support refugees in their cultural adjustment. Eligible candidates shall have a Bachelor’s degree in one of the social sciences or a related field or equivalent. Shall have a preferred minimum of two (2) years of experience providing direct services to social service clients, be knowledgeable about community services and resources available to clients and be skilled in accessing and negotiating the local service delivery system. Cross-cultural experience is preferred. *Resumes will be accepted until position is filled.*

Full Time Benefits include:

* 5 Weeks of Earned Time (first year!)
* Bereavement Time off
* 6 agency holidays
* 401k agency contribution
* 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
* Medical, Dental and Vision Insurance
* Short- & Long-Term Disability
* Life Insurance
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program!

Position Code—708 Salary Code—H5 NON EEO – 2 Status—FT Internal & External – 4-27-21

***CERTIFIED INTENTIONAL PEER SUPPORT SPECIALIST***

Catholic Charities Maine **Behavioral Home Health** has an **on-call** opening in **Augusta** 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 11-30-2020

***CLINICAL COUNSELOR i***

Catholic Charities Maine **Behavioral Health Network i**n **Portland** currently has a **Full-Time** opening for a **Clinical Counselor I.** The Clinical Counselor I is the professional person responsible for providing addictions counseling and psychotherapy to individuals, couples, and families. Eligible candidates shall have a minimum of a Master’s degree in a social service related field and be minimally credentialed at the independent practice level as a Clinical Professional Counselor Conditional (LCPC) or a Licensed Master’s Social Worker (LCSW) as defined by the licensing board(s) of the State of Maine.

Eligibility to obtain the substance abuse qualifications within the first six months may be considered with appropriate clinical experience. - a Licensed Alcohol and Drug Counselor (LADC), a Certified Alcohol and Drug Counselor (CADC), or 60 hours of approved alcohol and drug education and one year clinical practice in a substance abuse program.

Benefits include:

* 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!

Position Code—942.CS Salary Code—07 EEO 2 Exempt Status—FT Internal & External 4-23-21

***COVID-19 RESPONSE PROJECT ASSISTANT***

Catholic Charities Maine **Refugee and Immigration Services** in **Lewiston** has a **Part-Time** (20-24 hours per week) opening for a **COVID-19 Response Project Assistant.** This position is available through December 2021.

The COVID-19 Response Project Assistant (PA) will be the first point of contact for the Maine CDC/DHHS when they learn of a quarantined/isolated COVID-19 positive case or close contact who speaks a language other than English. After receiving a referral, the PA will complete an assessment that reviews languages, case size, housing situation, geographic location, and immigration status. The PA will then reach out to ECBO partners and make the referral for support. The ECBO agency who takes on the case then becomes the primary point of contact for the CDC assigned epidemiologist. They work as a two person “care team” providing quarantine/isolation education, case management, and contract tracing services in the language of the client. The PA is responsible for following up on the ECBO partners and ensuring that all services are delivered to the client as needed. The PA will coordinate with partners including CAP agencies, quarantine shelter staff, transportation support and social service support partners, Strengthen-me partners, etc. as needed to meet respective needs of those referred.

The PA is responsible for all referrals and case tracking for clients who need cultural brokering or language supports and are referred through the DHHS social services system. The PA will work closely with MIRC’s COVID-19 Referral Coordinator as a two person “coordination team” from DHHS/CDC to ECBO partners and vice-versa.

Eligible candidates shall have a bachelor’s degree or equivalent experience. A bachelor’s degree in the social work or health sciences is preferred. Three (3) years of work experience in social services or health related services is preferred. Experience with direct case management preferred. Multilingual skills and experience working in multicultural settings is desirable. **Knowledge of the health care system and community resources in Lewiston/Auburn area is also preferred.**

Position Code—1048.RIS Salary Code—I FT NON EEO-2 Advertise Internal 3-26-21

***DENTAL ASSISTANT***

Jessie Albert Dental and Orthodontic Center in Bath, Maine is a well-respected clinic with over 40 years of experience in the community. We are committed to the mission of Catholic Charities Maine to bring help & hope to Maine’s most vulnerable.

We currently have an opening 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. 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. On-Call, Part & Full Time openings available.

Come join our team that’s been the midcoast region’s favorite choice for excellent, comprehensive [dental services](https://www.ccmaine.org/jessie-albert-dental/dental-services) and quality [orthodontic care](https://www.ccmaine.org/jessie-albert-dental/orthodontic-services) **for the whole family!**  *Resumes will be accepted until the position is filled.*

**Full-Time Employees Earn the Following Benefits:**

* A great team of coworkers
* A generous paid time plan to use for personal, sick and vacation time
* Medical, Dental, Vision, short and long-term disability, life insurance
* 401k agency contribution
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program!

Position Code—390 Salary Code—H Status-FT EEO-9 NON Internal and External 2-24-21

***DENTAL HYGIENIST***

***$2,500.00 Sign-On Bonus!***

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.

**Benefits Include:**

* **$2,500.00 Sign-On Bonus!**
* Continuing Education Allowance
* A great team of coworkers
* A generous paid time plan to use for personal, sick and vacation time
* Medical, Dental, Vision, short and long-term disability, life insurance
* 401k agency contribution
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program!

**Qualifications:**

* 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 12-14-20

***DENTAL HYGIENIST***

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has an **On-Call** 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 must enjoy working with children and adults. Resumes will be accepted until position is filled.

Position Code—405 EEO-3 Salary Code—K5 Status—OC External & Internal 2-9-21

***DRIVER READER***

Catholic Charities Maine **Education Services for Blind & Visually Impaired Children (ESBVIC)** has an **on-call** opening for a **Driver Reader** to serve **Greater Portland**. The Driver Reader provides transportation to staff persons who are visually impaired and assists with reading and other visual tasks for which the staff person requires visual assistance. Position runs during the school year, and is currently less than 10 hours per week. Once in person learning returns, this will be closer to 20 hours per week. Eligible candidates shall have a minimum of a high school diploma or GED, and the ability to read reports, letters, charts, and articles. Must be an experienced motor vehicle driver with a good driving record and valid driver’s license, maintain a safe and reliable vehicle, and show proof of vehicle insurance, current vehicle registration and current vehicle inspection. Non-smoker preferred. *Resumes will be accepted until position is filled.*

Position Code—848 Salary Code—G Status—On-call NON Advertise Internal and External 1-22-21

***EARLY CHILDHOOD ASSISTANT TEACHER***

***St. Louis Child Development Center***

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:

* 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 – 2-16-21

***EARLY CHILDHOOD SUBSTITUTE***

***St. Elizabeth’s Child Development Center***

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

***EARLY CHILDHOOD TEACHER***

***St. Elizabeth’s Child Development Center***

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:

* 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**

* Eligible candidates shall have a Bachelor’s Degree in Early Childhood Education (or a compatible course of study).
* Ed Tech III certification required
* 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

*Resumes will be accepted until position is filled.*

Position Code-940 Salary Code-H EEO-2 NON Status-Full-time Advertise Ext. & Int. 4-16-21

***EARLY CHILDHOOD TEACHER***

***St. Louis Child Development Center***

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**.

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:

* 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. 2-16-21

***EARLY CHILDHOOD TEACHER of TODDLERS***

***St. Elizabeth’s Child Development Center***

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 of Toddlers** 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:

* 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**

* Eligible candidates shall have a Bachelor’s Degree in Early Childhood Education (or a compatible course of study). Associates Degree with experience would be accepted.
* Ed Tech III certification required
* 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

*Resumes will be accepted until position is filled.*

Position Code-940 Salary Code-H EEO-2 NON Status-Full-time Advertise Ext. & Int. 4-16-21

***FAMILY THERAPIST***

***Fairfield, Bangor & Auburn***

***Could You Be the Key in Keeping Families Together?***

**We’re looking for a key player to join our behavioral health team as a family therapist. Using the evidence-based, family focused model known as Functional Family Therapy you’ll empower families to use their strengths to build trust and respect.**

If you have a passion for bringing out the best in others and want to make a lasting impact in the lives of teens and their families, let’s talk!

As a mission-based organization, Catholic Charities will support you in your career every step of the way with:

* Training and supervision in the Functional Family Therapy model
* A generous salary and benefits package plus:
	+ The opportunity for a $3,000 sign-on bonus!
	+ Up to $6,000 in annual incentives for meeting individual outcomes
* 30 days of paid time off, in addition to 6 paid holidays
* A laptop and iPhone for easy email access and electronic scheduling
* Electronic health record technology for remote access to client records on the road, at home or in office

Educational Requirements are a Master’s of Social Work or equivalent advanced study in a related field. Those with a Bachelor’s degree in human services with at least 2 years of experience working the field will be considered and will receive additional training and supervision in this internationally recognized treatment model designed to help families to remain intact by developing skills to support resiliency and wellness.

This position offers a flexible schedule with some evening hours and travel required.

Position Code–517 Salary Code –08 Exempt FT EEO-2 Int. & Ext. 5-13-21

***FOOD BANK WAREHOUSE ASSISTANT***

***Caribou***

Catholic Charities Maine Food Bank in **Caribou** has a **Full-Time** opening for a Warehouse Assistant. 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 3-10-21

***GENERAL DENTIST***

Catholic Charities Maine Jessie Albert Dental & Orthodontic Center currently has a Full-Time job opening for a General Dentist. The General Dentist is the professional person who oversees and completes a variety of dental care and treatment activities to ensure appropriate dental health standards and practices are maintained for dental patients of the program. The General Dentist performs the full range of dental care and treatment activities and is responsible for supervising their own dental assistant.

**Benefits Include:**

* Continuing Education Allowance
* A great team of coworkers
* A generous paid time plan to use for personal, sick and vacation time
* Medical, Dental, Vision, short and long-term disability, life insurance
* 401k agency contribution
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program!

**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 – 382 Salary Code – 13 EEO – 2 Exempt FT Internal & External – 3-19-21

***GRANT BILLING SPECIALIST***

Catholic Charities Maine **Finance** office in **Portland** currently has a **Full Time** opening for a **Grant Billing Specialist**. The Grant Billing Specialist is the person who ensures complete billing compliance with grant agreements and Federal requirements under A-133 and MAAP. This positions also assists in general billing and receivable functions. Eligible candidates shall have a minimum of an Associate’s degree with a major in business, accounting, or a related field or equivalent job experience. Proficiency with personal computer systems, Electronic Accounting/ERP software, Microsoft Excel, and Word is required. Hands on experience with grant reconciliation strongly desired.

Benefits Include:

* 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 insurance
* 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—1042.CNT Salary Code—J EEO 5 NON Status—FT Internal & External 1-20-21

***GRANT BILLING SPECIALIST***

Catholic Charities Maine **Finance** office in **Portland** currently has a **Part Time** opening for a **Grant Billing Specialist**. The Grant Billing Specialist is the person who ensures complete billing compliance with grant agreements and Federal requirements under A-133 and MAAP. This positions also assists in general billing and receivable functions. Eligible candidates shall have a minimum of an Associate’s degree with a major in business, accounting, or a related field or equivalent job experience. Proficiency with personal computer systems, Electronic Accounting/ERP software, Microsoft Excel, and Word is required. Hands on experience with grant reconciliation strongly desired.

Benefits Include:

* 5 weeks of Earned Time (first year!)
* Competitive salary
* Bereavement Time off
* 6 agency holidays
* 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford) for Private Pay arrangements.

*Resumes will be accepted until position is filled*.

Position Code—1042.CNT Salary Code—J EEO 5 NON Status—PT Internal & External 4-7-21

***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
* Augusta
* Bangor/Brewer
* Bath/Brunswick
* Belfast
* Biddeford/Saco
* Boothbay Harbor
* Brownville/Milo
* Etna
* Falmouth/Freeport/Yarmouth
* Gorham
* Kenduskeag/Levant
* Kittery
* Lincoln/Howland
* Old Town/Orono
* Portland
* Richmond
* Rockland
* Scarborough
* Sedgwick
* Skowhegan/Madison
* South Portland

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 5-5-21

***HUMAN RESOURCES ASSISTANT***

Catholic Charities Maine **Central Services** in **Portland** has a **Full-Time** opportunity for a **Human Resources Assistant**. The Human Resources Assistant provides support to the HR department. Daily responsibilities include personnel record filing from new hire to termination to daily changes, input of training into ADP, running background requests for new hires, anniversary requirements, volunteers and self-direct. Input background info into spreadsheet and accurately note costing information. Provide costing information for background checks for invoicing. Provides back up for the hiring process. Conducts reference checks, learns the hiring process from request to hire to start to work papers. Coordinates supplies for filing, new hire packets. Will learn how to find information in ADP and provide personnel keying projects. Adheres to strict confidentiality of employee information. May provide back up to Central Front Desk as needed. Eligible candidates shall have a minimum of a high school education. Shall have had at least 2 years’ experience closely related work experience.

Benefits Include:

* 5 weeks of Earned Time (first year!)
* Bereavement Time off
* 6 agency holidays
* 401k agency contribution
* 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
* Medical, dental & vision insurance
* Accident & Critical Illness Insurance
* 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—577.CNT Salary Code—I Status—Full-time NON EEO- 5 Advertise Internal and External – 5-14-21

***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 to learn more about the position.

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

***Milieu Assistant***

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, and we are growing! Come join a unique team of dedicated professionals who are committed to serving those facing addiction and mental health challenges.  **Catholic Charities'** **St. Francis Recovery Center** in **Auburn** is currently seeking a full-time **Milieu Assistant** for our growing program. The Milieu Assistant is the professional person responsible for aspects of client clinical services, case management and milieu oversight.

Eligible candidates shall hold a current credential for either a Medical Assistant, Certified Nursing Assistant or possess a Certified Residential Medication Aid certificate and be eligible to obtain Alcohol Drug Counselor Aid License. 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. One year of 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 Full-Time employees, including:

* Group and individual clinical supervision
* Training and experience providing evidence-based treatment
* 5 weeks of Earned Time (first year!)
* Bereavement Time off
* 6 agency holidays
* 401k agency contribution
* 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—1046.STF EEO– 2 NON FT Int. & Ext.- 3-31-21

***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 Associate’s 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 of 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

***OUTREACH CARE CORDINATOR***

***BEHAVIORAL HEALTH NETWORK***

**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.

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

The 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.

Eligible candidates 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!

Position Code – 506.BHN Salary Code – I EEO – 2 NON FT Advertise: Int & Ext 3-18-21

***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

***QUALITY MANAGEMENT COORDINATOR***

Catholic Charities Maine has a full time position in Auburn as a Quality Management Coordinator. The Quality Management Coordinator is a support member of the Quality & Compliance Department and has primary responsibility for coordination of new and established quality and compliance related processes, including but not limited to primary responsibility for internal record reviews for behavioral health network (BHN) programs and Independent Support Services (ISS) and ongoing maintenance of the Agency Performance Quality Improvement (PQI) system. The Quality Management Coordinator will also be the primary staff member serving as credentialing liaison for CCM’s MaineCare provider and 3rd party insurance enrollment.

Eligible candidates shall have a minimum of an Associate’s degree in a human services or social sciences field is required. A minimum of intermediate proficiency in Microsoft Excel is strongly preferred. Direct experience working in social services, preferably behavioral health or in the nonprofit sector is required. Basic knowledge and understanding of the functions and benefits of an electronic health/medical record is strongly preferred. Basic knowledge of healthcare provider credentialing is preferred. Experience with exercising sound judgment and critical thinking to meet business goals is required. Resumes will be accepted until position is filled.

Position Code: 067.CNT Salary Code: 07 Full-Time Exempt Advertise: External and Internal 3-25-21

***RECOVERY SUPPORT STAFF***

**5**

**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

***REFUGEE MEDICAL SCREENING SUPERVISOR***

**Catholic Charities Maine Refugee & Immigration Services in Portland has a Full Time opening for a Refugee Medical Screening Supervisor.**

The Refugee Medical Screening Supervisor will oversee all staff involved in the Domestic Refugee Medical Screening process. They will additionally be the liaison between the State Refugee Health Coordinator and the Refugee and Immigration Services (RIS) Medical Screening Team. The supervisor will be responsible for the recruitment, hiring, supervision and training of staff to the Medical Screening Team. This position will report directly to the CCM RIS Program Director and be based in the RIS office in Portland.

This position receives all overseas medical records for primary refugee arrivals in Maine and coordinates any immediate medical resources required for new refugee clients. The supervisor is the main point of contact for all contracted clinic and hospital facilities, which may include answering questions regarding the medical screening process and providing client information as needed. They will assist with health-related projects as needed --- including partnering with local universities, working with Ethnic Based Community Organizations, and developing preventative health workshops for refugee clients.

Eligible candidates shall have a Bachelor’s degree in a health or social service related field or equivalent experience. Education and experience in all countries considered. Supervision experience is preferred. Three (3) years of work experience in a 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 health care systems and community health resources in Lewiston/Auburn, Augusta and/or Greater Portland area is also preferred. Experience in training or education desirable.

Position to begin on June 7th 2021. Resumes will be accepted until position is filled.

Full Time Benefits include:

* 5 Weeks of Earned Time (first year!)
* Bereavement Time off
* 6 agency holidays
* 401k agency contribution
* 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
* Medical, Dental and Vision Insurance
* Short- & Long-Term Disability
* Life Insurance
* ADP LifeMart Employee Discount program
* Highly Incentivized Health and Wellness program!

Position Code: 287.RIS Salary Code: 8 EEO - 1B Exempt Full-Time Internal & External 5-5-21

***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. 3-30-21

***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 the Brunswick/Wiscasset area 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. **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 11-13-2020

**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****), 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)