

CATHOLIC CHARITIES MAINE

JOB OPPORTUNITIES

WEEK OF JANUARY 2nd, 2022

AGAPE AIDE

Catholic Charities Maine currently has an **On-Call** opportunity for an **Agape Aide** in **Kennebunkport**, Maine. The Agape Aide is a trained, supervised paraprofessional who provides in-home services designed to assist select retired priests in the Roman Catholic Diocese of Portland, ME to remain independent in their own homes. Tasks include services such as cleaning, grocery shopping, and laundry. The work is done in priest's residences and involves travel. Evening and weekend hours may be required depending on priest's schedules and needs.

A high school diploma or GED certificate is preferred. Basic computer skills and the ability to print neatly are required. No formal experience requirement. Preference will be given to those with experience serving seniors and persons with disabilities, those familiar with and comfortable working with clergy as well as experience in housekeeping and home management. *Resumes will be accepted until position is filled.*

Position Code—1043.AGP EEO – 9 NON Salary Code--H On Call Int & Ext -12-1-21

AGAPE AIDE

Catholic Charities Maine currently has an **On-Call** opportunity for an **Agape Aide** in **North Yarmouth**, Maine. The Agape Aide is a trained, supervised paraprofessional who provides in-home services designed to assist select retired priests in the Roman Catholic Diocese of Portland, ME to remain independent in their own homes. Tasks include services such as cleaning, grocery shopping, and laundry. The work is done in priest's residences and involves travel. Evening and weekend hours may be required depending on priest's schedules and needs.

A high school diploma or GED certificate is preferred. Basic computer skills and the ability to print neatly are required. No formal experience requirement. Preference will be given to those with experience serving seniors and persons with disabilities, those familiar with and comfortable working with clergy as well as experience in housekeeping and home management. *Resumes will be accepted until position is filled.*

Position Code—1043.AGP EEO – 9 NON Salary Code--H On Call Int & Ext -6-1-21

AGAPE AIDE

Catholic Charities Maine currently has an **On-Call** opportunity for an **Agape Aide** in **Westbrook**, Maine. The Agape Aide is a trained, supervised paraprofessional who provides in-home services designed to assist select retired priests in the Roman Catholic Diocese of Portland, ME to remain independent in their own homes. Tasks include services such as cleaning, grocery shopping, and laundry. The work is done in priest's residences and involves travel. Evening and weekend hours may be required depending on priest's schedules and needs.

A high school diploma or GED certificate is preferred. Basic computer skills and the ability to print neatly are required. No formal experience requirement. Preference will be given to those with experience serving seniors and persons with disabilities, those familiar with and comfortable working with clergy as well as experience in housekeeping and home management. *Resumes will be accepted until position is filled.*

Position Code—1043.AGP EEO – 9 NON Salary Code--H On Call Int & Ext -7-16-21

BHN CLINICAL TEAM LEAD

Behavioral Health Home Program

Catholic Charities Maine Behavioral Health Network (BHN) in Portland has a Full-Time opening for a Clinical Team Lead for the Behavioral Health Home program. The BHN Clinical Team Lead is the professional person responsible for providing group and individual clinical supervision/training, documentation, and record review for BHN

Behavioral Health Home staff and/or interns. This person is responsible for overseeing the quality of direct service care delivered in the program. The work occurs at the BHN South location with some travel required to support in community client care, trainings, and meetings. This professional is responsible, in conjunction with the Core Leadership Teams, for ensuring that services provided are high quality, clinically responsive and offer best practice. This position reports to the Behavioral Health Network Southern Regional Director.

Qualifications:

- Shall have a minimum of a master's degree.
- Shall be licensed as a Licensed Clinical Social Worker (LCSW) or Clinical Professional Counselor (LCPC) or conditionally licensed as a LMSW-C.
- Preference will be for candidates with a Certified Alcohol and Drug Counselor (CADC) or Licensed Alcohol and Drug Counselor (LADC).
- Shall have a minimum of 2 years counseling experience and previous supervisory experience.

Benefits include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- Electronic Health Record system
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

Position Code—1020.BHN Salary Code—09 EEO 1B Exempt Status—FT Int. & Ext. - 10-6-21

CACFP MONITOR ***Family Child Care***

Catholic Charities Maine Child and Adult Care Food Program (CACFP) provides reimbursement for healthy meals and snacks to children receiving childcare. It plays a vital role in improving the quality of childcare and making it more affordable for many low-income families.

The CACFP currently has a **Full-Time** opportunity for a **Monitor for Family Child Care**. The Monitor is the person who monitors a caseload of Providers who are enrolled in the Program's CACFP Sponsorship. This person is expected to continue his/her education specifically in the USDA Food Program. Travel is required. Eligible candidates shall have a high school diploma or equivalent experience in the field.

Benefits Include:

- Medical, Dental & Vision Insurance
- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- Five (5) Weeks of Earned Time (first year!)
- Bereavement Time off
- Six (6) Agency Holidays
- 401k Agency Contribution After One (1) Year Employment
- Mileage Reimbursement
- ADP LifeMart Employee Discount Program
- A Highlight 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—548 Salary Code—E Status—Full-Time NON Advertise Internal and External – 11-4-21

CARE COORDINATOR

\$3,000 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 must 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:

- **\$3,000 Sign-on bonus:** \$1,000 at time of hire, \$1,000 upon good standing and completion of a 6-month probationary period & \$1,000 at 1-year with good standing and position expectations.
- 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 after 1 year employment
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- Mileage reimbursement
- Electronic Health Record system
- Medical, Dental, Vision, Accident & Critical Illness Insurance
- Short and long-term disability, life insurance (employer paid!)
- 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 Internal & External 10-6-21

CASE MANAGEMENT SUPERVISOR

Refugee & Immigration Services

“Maine’s only refugee resettlement program, Catholic Charities Maine Refugee and Immigration Services (RIS) is dedicated to helping those seeking a new life in America become independent, productive members of our community.”

RIS currently has an opening for a full-time *Case Management Supervisor* in Augusta, Maine.

The Case Management Supervisor is the person responsible for coordinating, delivering, and supervising Office of Refugee Resettlement funded services to Afghan parolees, refugees, secondary migrants, and asylees. The Case Management Supervisor is responsible for overseeing case management services in the Augusta area including refugee medical screening, refugee cash assistance, and employment case management services. They are additionally responsible for the maintenance of electronic and physical file documentation and day-to-day supervision of the other Case Managers.

Qualifications:

- Eligible candidates shall have a minimum of a bachelor's degree or equivalent experience and/or training
- The Case Management Supervisor shall have at least two (2) years of experience in a responsible position sufficient to indicate the ability to carry out the responsibilities of this position
- Multilingual skills preferred (Dari, Pashto, Arabic, French, Somali, Kinyarwanda, Swahili)

Benefits Include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)

Position Code: 1070RIS Salary Code-08 EEO-1B FT Exempt Int. & Ext.-11-30-21

CASE MANAGER
Refugee & Immigration Services

“Maine’s only refugee resettlement program, Catholic Charities Maine Refugee and Immigration Services (RIS) is dedicated to helping those seeking a new life in America become independent, productive members of our community.”

RIS currently has an opening for a full-time *Case Manager* in Augusta, Maine.

RIS Case Managers are responsible for all aspects of each newly arrived Afghan parolee or refugee client's needs. Responsibilities include airport pick up, intake and needs assessment, locating and securing safe and affordable housing, supporting new clients in cultural and community orientation, and support with enrollment in services including adult education, public schools, social security, and public benefits. The RIS Case Manager works as part of a multilingual, multicultural team providing services in Kennebec County.

Case managers also connect the local community with newly arrived refugees, facilitating community partnerships and building relationships that support refugees in their cultural adjustment and community connections.

Qualifications:

- A Bachelors degree in one of the social sciences or a related field or equivalent work experience. Educational experiences outside of the United States considered and encouraged.
- Minimum of two (2) years of experience providing direct services to clients
- Knowledgeable about community services and resources available to clients
- Skills in accessing and negotiating the local service delivery system
- Cross-cultural experience is preferred
- Multilingual skills preferred. (Dari, Pashto, Arabic, French, Swahili, Somali, Lingala, and Kinyarwanda in particular)

Benefits Include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)

Position Code: 1071RIS Salary Code-H5 EEO-2 FT NON Int. & Ext.–11-30-21

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

CHILDREN'S BEHAVIORAL HEALTH HOME COORDINATOR

Catholic Charities Maine 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!

We are excited to announce an opportunity to grow with our agency! **We have 1 opening for an on-call Children's Behavioral Health Home Coordinator in our Fairfield office!**

Position includes:

- Becoming an integral team member providing BHH services to children and families throughout the area, other team members include a nurse, psychiatrist, family support worker & clinical team leader
- Statewide trainings to assist with integration of physical health & mental health care

- Weekly clinical group supervision with the BHH child & adolescent psychiatrist
- Bi-weekly individual clinical & administrative supervision
- Electronic health record with remote access- work from home, office or community!
- Active collaboration with community providers in mental health, physical health and other settings to include other social service agency program staff, primary care, medical specialists, schools & work with JCCO's or DHHS as necessary
- Flexible schedule- you make your own!

Education & Experience Requirements:

- Bachelor's Degree from an accredited college, with specialization in psychology, mental health and human services, behavioral health, behavioral sciences, social work, human development, special education, counseling, rehabilitation, sociology, nursing, or closely related field
- At least two (2) years of relevant experience working with families and children specifically in a behavioral health case management capacity
- A working knowledge of pertinent local community resources
- Computer skills necessary to function successfully in an electronic health record environment

Position Code: 985.BHHC Salary Code – 05 OC NON EEO – 2 Internal & External 9-15-21

COMMUNITY RESPONSE COORDINATOR

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 Behavioral Health Network in Portland, Maine has an opening for a Full-Time Community Response Coordinator.

The Community Response Coordinator (CRC), is a trained, supervised professional who will work in a collaborative capacity to bridge individuals seeking services to all CCM as well as community-based supports and services. The CRC holds primary responsibility for ensuring all individuals seeking services at CCM receive a “warm-welcome”, are accurately screened and assessed, are informed of their client rights, scope of services, and receive a seamless and timely transition to their assigned support team. The CRC is primarily responsible for receiving referrals, scheduling, completing and providing Pre-Intakes, assessing eligibility, processing intakes, managing the waitlist and facilitating case assignment decisions in collaboration with behavioral health clinical team members and the C.A.R.E.S. Team. Provides regular support to individuals presenting with active substance use, trauma, thought disorders and homelessness in both community-based and in office settings.

The CRC provides: outreach to support programmatic and client-based referrals in conjunction with the Outreach Coordinator, service provision, transitional planning and rapid access to services. Provides systems navigation support to individuals coming into and transitioning from services. Collaboratively conducts programmatic and client specific outreach toward establishing supportive provider relationships inter-departmentally at CCM, with area homeless shelters, hospitals, crisis, criminal justice, domestic violence, assisted living and healthcare providers. In collaboration with the C.A.R.E.S. Team provides group and client response support to the peer wellness clinic and day space.

Qualifications:

- Certification by the Department as a Mental Health Rehabilitation Technician/Community (MHRT/C).
- CADC or LADC preferred.
- Two (2) years of relevant experience working with adults, specifically in a behavioral health case management capacity,
- Shall possess a working knowledge of pertinent local community resources
- Must have the requisite computer skills necessary to function successfully in an electronic health record environment.

Catholic Charities Maine offers an excellent benefits package to Full-Time staff including:

- Medical, Dental & Vision Insurance

- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- Five (5) Weeks of Earned Time (first year!)
- Bereavement Time off
- Six (6) Agency Holidays
- 401k Agency Contribution After One (1) Year Employment
- Mileage Reimbursement
- ADP LifeMart Employee Discount Program
- A Highly Incentivized Health and Wellness Program!

Position Code- 1015BHN Salary Code- J Non Exempt EEO – 2 Post Internal & External 10-25-21

COMPLIANCE SPECIALIST

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine in Portland is currently seeking a **Full-Time Compliance Specialist**.

The Compliance Specialist is responsible for providing guidance and support to OMRS subcontractors for general compliance with standards and requirements. This position is responsible for assisting OMRS in developing and implementing internal/external control systems based on sound practice and audit/oversight processes in order to monitor for and ensure compliance with the best practice standards.

Qualifications Include:

- Shall have a minimum a bachelor's degree in one of the social sciences or a related field. Or equivalent experience.
- Must have a minimum of two (2) years' experience in a social services or related field, which includes administrative supervision, program administration with a strong background in compliance requirements, and computer skills.

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

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- 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 – 1018.CNT Salary-K FT NON EEO-5 Int. & Ext 8-31-21

CONTRACTS SPECIALIST

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine in Portland is currently seeking a **Full-Time Contracts Specialist**.

The OMRS Contract Specialist will assist the Grants and Contracts Management Supervisor in the development and review of contracts. Additionally, this person will assist in gathering all invoicing and reporting documentation, submit the approved invoices for payment via the payment management portal, and support the reconciliation of all

ORR funded budget items. This position requires working in an office setting with office equipment (including a computer) and minimal travel.

Qualifications Include:

- Shall have a minimum of a Bachelor's Degree with a major in business, accounting, or a related field or equivalent job experience.
- Proficiency with personal computer systems, Electronic Accounting software, Microsoft Excel, and Word is required.
- Hands on experience with grant reconciliation strongly desired.
- Experience working with multicultural/multilingual populations preferred.

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

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- 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 – 1052.CNT Salary-K FT NON EEO-5 Int. & Ext 8-31-21

DENTAL ASSISTANT

\$2,000 Sign-On Bonus

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 **Full-Time Dental Assistant**. Must enjoy working with children and adults in a fast-paced environment and have good people, organizational, computer, and lab skills. Must be a team player. Eligible candidates must have a high school diploma.

Preference will be given to candidates with a Maine certification in Radiography, as well as a National Certification as a Dental Assistant (CDA). Experience in a dental office is preferred but not required. Experience with Dentrrix a plus. *We will be willing to train the right candidate!*

Come join our team that's been the midcoast region's favorite choice for excellent, comprehensive [dental services](#) and quality [orthodontic care for the whole family!](#) *Resumes will be accepted until the position is filled.*

Benefits Include:

- **\$2,000 Sign-On Bonus!** (\$1,000 to be paid over the first two payrolls & \$1,000 at 6 months employment)
- A great team of coworkers
- A generous paid time plan to use for personal, sick and vacation time
- Medical, Dental, Vision, Accident & Critical Illness benefits
- Short- and Long-term Disability, Life Insurance (Employer paid!)
- 401k agency contribution after 1 year employment
- 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 9-2-21

DENTAL HYGIENIST

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Part-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 must enjoy working with children and adults.

Catholic Charities Maine Part-Time Benefits include:

- A generous Earned Time plan – Employees start to accrue time immediately!
- Bereavement Time off
- 6 agency holidays
- A great team of co-workers
- 401K employer match after 1 year employment & 1,000 worked hours

Resumes will be accepted until position is filled.

Position Code—405 Salary Code—K5 Status—PT External & Internal 7-28-21

DENTAL HYGIENIST

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has an On-Call opening for a **Dental Hygienist** to work **Fridays only**. 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 9-2-21

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. 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:

- 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)**
- **\$1,000 Sign-On Bonus!** (\$250 at time of hire, \$250 after successful completion of 6-month probationary period and \$500, at the completion of 1 year employment)
- 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
- Vision, Accident & Critical Illness Insurance

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 – 8-17-2021

EARLY CHILDHOOD ASSISTANT TEACHER

\$1,000 SIGN-ON BONUS PLUS MONTHLY STIPEND!

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. 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:

- **\$1,000 Sign-On Bonus:** \$250 at time of hire, \$250 after successful completion of 6-month probationary period and \$500 at completion of 1 year employment
- **50% Discounted childcare rates** for employee's children (exclusive to Private Pay)
- A **\$500 stipend each month** until September of 2022
- Medical, Dental, and Vision Insurance
- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- 401(k) retirement plan. Employer match after one year of eligible employment.
- A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately!)
- Bereavement time off
- ADP LifeMart Employee Discount Program
- A Highlight Incentivized Health and Wellness Program!

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 & Internal – 11-15-21

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 8-18-21

EARLY CHILDHOOD TODDLER TEACHER

\$1,000 SIGN-ON BONUS PLUS MONTHLY STIPEND!

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 Toddler 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:

- **\$1,000 Sign-On Bonus:** \$250 at time of hire, \$250 after successful completion of 6-month probationary period and \$500 at completion of 1 year employment
- **50% Discounted childcare rates** for employee's children (exclusive to Private Pay)
- A **\$500 stipend each month** until September of 2022

- Medical, Dental, and Vision Insurance
- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- 401(k) retirement plan. Employer match after one year of eligible employment.
- A generous paid time plan to use for personal, sick and vacation time. (Employees start to accrue time immediately!)
- Bereavement time off
- ADP LifeMart Employee Discount Program
- A Highlight Incentivized Health and Wellness Program!

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

Position Code-940 Salary Code-H EEO-2 NON Status-Full-time Advertise Ext. & Int 12-15-21

EARLY CHILDHOOD TEACHER

St. Louis Child Development Center

\$1,000 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 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)
- **\$1,000.00 Sign-On Bonus!** (\$250 at time of hire, \$250 after successful completion of 6-month probationary period and \$500, at the completion of 1 year employment)
- **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.
- Vision, Accident & Critical Insurance

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. 7-30-21

EMPLOYMENT CASE MANAGER ***Refugee & Immigration Services***

“Maine’s only refugee resettlement program, Catholic Charities Maine Refugee and Immigration Services (RIS) is dedicated to helping those seeking a new life in America become independent, productive members of our community.”

RIS currently has two (2) openings for a full-time *Employment Case Manager* in Lewiston as well as Portland, Maine.

The RIS Employment Case Manager supports overall employment and resettlement goals for newly arrived clients. The Employment Case Manager is responsible supporting clients in finding their first employment opportunities in the United States. They will schedule appointments with clients; complete employment assessments, develop resumes, submit job applications; and follow up with employers and clients. Within the case management department, this person will support the transportation of clients and work with other case managers to meet new refugee, asylee, and parolee clients’ needs.

Qualifications:

- A Bachelors degree in one of the social sciences or a related field or equivalent work experience.
- A minimum of two (2) years experience in social work, job development, job placement, job counseling or any cross-cultural, employment and social services related field.
- Experience in data collection is preferred.
- Multilingual skills preferred (Arabic, Pashto, Dari, French, Kinyarwanda, Swahili, Portuguese, Kinyarwanda)

Benefits Include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)

Position Code: 827RIS Salary Code-H5 EEO-2 FT NON Int. & Ext.–12-2-21

FAMILY THERAPIST ***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. 8-4-21

GENERAL DENTIST

In Scenic Coastal Maine!

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

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

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.

We offer an outstanding benefit package which includes:

- Continuing Education Allowance
- A great team of coworkers
- A generous paid time plan to use for personal, sick and vacation time
- Medical, Dental, and Vision Insurance
- Short and long-term disability, life insurance (employer paid!)
- 401k agency contribution after 1 year employment
- Accident & Critical Illness Insurance
- 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: 382JADOC FT Exempt EEO-2 Prof Salary Code-13 Post Int & Ext – 11-1-2021

GRANT SUPPORT SPECIALIST

Catholic Charities Maine, **Finance Office** has a **Full-Time** opening in **Portland** for a **Grant Support Specialist**. The Grant Support Specialist is a full-time position that supports the Contracts Department in the oversight, application, and reporting for Federal and State grants according to established guidelines. The Grant Support Specialist will also be responsible for the timely filing of documents and reports in the grant binders. In addition, the position will assist in the production of productivity report generation and perform general clerical duties as needed. Eligible candidates must have a minimum of a high school diploma with course work or an Associate's degree 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.

Benefits include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Electronic Health Record system
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

Position Code-553 Salary Code—H Status-Full-time EEO-5 Non- Advertise Internal & External 12-15-21

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 minimal personal care to individuals wanting to remain in their homes independently. Positions area available On-Call (14-16 hours per week), Part-Time or Full-Time, depending on the area served.

Benefits include:

- A great team of coworkers
- Competitive pay
- Flexible work schedule
- Financial Incentives
- Mileage reimbursement for errands
- 10% discount at CCM Child development centers
- 20% off at Threads of Hope Thrift stores
- All employees earn Paid Time Off

Positions currently available in:

- Auburn/Lewiston
- Augusta
- Bangor/Brewer
- Bath/Brunswick
- Belfast
- Biddeford/Saco
- Boothbay Harbor

- Bridgton/Fryeburg/Stoneham
- Etna
- Falmouth/Freeport/Yarmouth
- Gorham
- Kenduskeag/Levant
- Kittery
- Lincoln/Howland
- Old Town/Orono
- Portland
- Richmond
- Rockland
- Scarborough
- Sedgwick
- Skowhegan/Madison
- South Portland
- Waterville

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

Position Code-865 Salary Code-G EEO- 9 Status -OC NON Advertise Internal & External 12-8-21

IMMIGRATION LEGAL SERVICES LEGAL REPRESENTATIVE

Catholic Charities Maine Refugee & Immigration Services currently has a Full-Time opening for an Immigration Legal Services (ILS) Legal Representative.

Refugee & Immigration Services Immigration Legal Services (ILS) serves refugees, asylees, asylum seekers, and immigrants to make applications or file petitions with United States Citizenship and Immigration Services. New Mainers request our help to reunite with close family members, get their Green Cards, apply for U.S. citizenship, secure travel documents and work permits, and for other benefits.

The ILS program, in development since 2010, is staffed by three Department of Justice Accredited Representatives closely supervised and supported by local and national immigration attorneys. ILS program capacity to serve immigrants is greatly increased by dedicated retired professionals and college students who serve as volunteers and interns.

The need for affordable and competent immigration legal services continues to grow. Our requests for service outpace the capacity of our staff. Immigrants today are especially in need of competent legal guides, and advocates for racial and economic justice.

Consider joining our team. Through hands-on experience that will teach you about immigration law practice and Maine's immigrant communities in a concentrated way and in a dynamic environment, you will help us to better meet the urgent needs of our New Mainer community.

Primary Responsibilities:

The Immigration Legal Services Staff member at Catholic Charities Maine Refugee & Immigration Services is responsible for all aspects of clients' requested refugee petition and legal immigration benefits including eligibility, filing, and follow-up with USCIS, USCCB/MRS, and US Embassies and Overseas Processing Entities.

You will work directly with clients on all types of immigration legal cases. In addition to direct service work, you will participate in frequent trainings in order to stay up to date on developments and know how to best guide your clients, especially important in the current milieu of shifting immigration law.

Ultimately, your work is to help immigrant families to be safe and secure, and to establish themselves as a part of the community. Your work may help some to recover from the trauma of their separation from home and displacement to the United States. Some of their losses are irretrievable, others can be repaired through legal processes that reunite them with family, establish their legal status, and ensure that they have a permanent and safe home here in Maine.

Specific Tasks:

- Assist clients to appropriately file refugee petitions and legal immigration applications, act as a liaison between clients and entities responsible for processing, address any processing problems which may occur, and keep your clients well informed throughout the process.
- Provide client consultation and orientation pertaining the benefit they are seeking, including eligibility, legal options, risks, and guidance regarding recent immigration laws and policies
- Help with outreach to the immigrant community, and coordination with service providers, through development and delivery of training on immigration processes, highlighting the latest rule changes. Topics will be timely to the dates of service. As an example, a training today would focus on recent rule changes stalled in litigation as well as COVID-19 impacts on USCIS and State Department operations.
- Supervision of ILS interns and volunteers.
- Maintenance of case intake, tracking, and monitoring systems.
- Processing fees.
- Record-keeping.

Benefits:

- Paid training on Immigration Law through professional online webinars and courses
- Training on Maine refugee resettlement and cultural awareness
- Internal supervision and support
- Updates on resettlement operations and the latest immigration news as it impacts Maine
- Interaction with a staff from 9 countries who speak 14 different languages
- Collaborations with social services partners and ethnic community-based organizations
- Advocacy work with local and national collaborators including Immigrant Legal Advocacy Project, the Maine Immigrant Rights Coalition, Justice for Immigrants, the Naturalization Working Group, and more.
- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

Educational, Experience, Personal Qualifications:

The ILS staff member will have legal work experience and/or education, and ideally immigration legal work experience and/or training. He/she will have flexibility, maturity, initiative, and dependability. He/she must be organized and communicate well with others. Language skills a plus.

Position Code—1033.RIS Salary Code—K EEO-2 NON Status—FT Int. & Ext. 12-23-21

INTAKE ASSISTANT/TEAM SUPPORT

Behavioral Health Services - North

Catholic Charities Maine **Behavioral Health Services** in **Fairfield** has a **Full-Time** opportunity for an Intake Assistant/Team Support (IS/TS). This person is responsible for receiving and completing referrals for Behavioral Health Services-North programs. The IA/TS will open clients into service and as Team Support will assist direct care teams so to maximize their responsiveness, productivity and adherence to contract/licensing requirements. Work is done primarily in the office environment. Eligible candidates shall have a minimum of an Associate degree or equivalent experience and/or training. Two (2) years experience in a responsible position or equivalent sufficient to indicate the ability to carry out the responsibilities of this position is required. Preference is given to those applicants with experience using client management software.

Benefits include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Electronic Health Record system
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

Resumes will be accepted until position is filled.

Position Code—960 Salary Code—H EEO-5 Status—Full-time NON Exempt Internal External 12-14-21

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:

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

In Biddeford area:

Arabic – Khmer – Kinyarwanda – Kirundi – Lingala – Portuguese - 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 12-1-2021

IT SUPPORT COORDINATOR

Catholic Charities Maine in **Portland** has a **Full-Time** opening for an **Information Technology (IT) Support Coordinator**. The IT Support Coordinator will provide on-site support in the field and remote offices of Catholic Charities Maine in conjunction with the outsourced help desk and IT Managed Services through the agencies chosen vendor. Eligible candidates shall have a minimum of a Bachelor's or Associate's degree in Computer Science or Management Information Systems. Three (3) years' experience serving in help desk or technical support capacity as well as computer literacy is required.

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

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

Resumes will be accepted until position is filled.

Position Code: 1058.CNT Salary Code: 08 FT EEO: 2 Exempt External and Internal 9-9-21

MILIEU ASSISTANT

Sign-On Bonus!!

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:

- **\$1,500 sign-on bonus: \$500 paid after 90 days, \$500 paid after 180 days, and \$500 paid after 1 year of employment.**
- 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 after 1 year employment
- Electronic Health Record system
- Medical, Dental, Vision Insurance
- Short and long-term disability, life insurance (employer-paid!)
- Accident & Critical Illness 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—1060.STF EEO— 2 NON FT Int. & Ext.- 9-27-21

NURSE CARE MANAGER

Children's Behavioral Health Home Services

\$2500.00 Sign-On Bonus!

Catholic Charities Maine is a large, statewide, and diverse social service agency. Come join our team of talented employees and become part of a vast network of resources! Our **Behavioral Health Home** services has a **Full-Time** opening for a **Nurse Care Manager** out of the **Bangor and Fairfield** office locations! This unique position will work across various settings, including home and office.

Come join our team of behavioral health home providers, working in a client-centered, integrated care service model. This person will function as a core member of a collaborative care team that includes a Behavioral Health Home Coordinator, Clinical Team Leader, Peer Support Specialist, healthcare consultants and primary care partners. As part of our BHH teams, the **Nurse Care Manager** assists in supporting our clients in achieving their optimal level of health & wellness. The **Nurse Care Manager** provides support and guidance to the Behavioral Health Team through phone contact directly with patients, participation in weekly group supervision, managing notifications regarding hospitalizations and appropriate follow up with clients, by phone or in person. Experience in the community behavioral health field, demonstrated competence in utilizing technology, and **some travel is required.**

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

Core Components of the Position

- Participate in weekly group supervisions with the adult and children's teams
- Compose and deliver wellness groups and trainings to identified clients and/or parents
- 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

Excellent Benefits include:

- **\$2,500.00 Sign-On Bonus:** \$1,250.00 after a satisfactory performance rating at 6 months employment and an additional \$1,250.00 at 1 year employment after a satisfactory performance rating
- 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**
- **Critical Illness, Accident Insurance**
- **ADP LifeMart Employee Discount program**
- **Highly Incentivized Health and Wellness program!**

Education Requirements

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

Resumes will be accepted until position is filled.

Position Code – 966 BHH Salary Code –K-5 NON EEO – 2 FT External & Internal- 11-9-21

OHH CLINICIAN

Catholic Charities Maine **Behavioral Health Network** in **Portland** currently has a **Full-Time Clinician** opening in our **Opioid Health Home Program**. The Clinician provides support to individuals with Opioid use Disorder who are enrolled in our Opioid Health Home Program. This position provides counseling related to Opioid Dependency, and provides individual and group counseling within our outpatient addiction and mental health services programs. Eligible candidates must be a clinical professional with minimum certification as a Certified Alcohol and Drug Counselor (CADC) or, Licensed Alcohol or Drug Counselor (LADC) or a Licensed Clinical Professional Counselor (LCPC), or a Licensed Clinical Professional Counselor – Conditional (LCPC-C) or a Licensed Clinical Social Worker (LCSW), or a Licensed Master Social Worker – Conditional Clinical (LMSW-CC) as defined by the licensing board(s) of the State of Maine.

Benefits include:

- 5 weeks of Earned Time (first year!)
- Competitive salary
- Annual training reimbursement
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- Mileage reimbursement
- Electronic Health Record system
- Medical, Dental, Vision, Accident & Critical Illness Insurance
- Short and Long-term disability, life insurance (employer paid!)
- 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 10-6-21

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

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.

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

- **\$1,000 sign-on bonus (\$500 paid after 90 days and \$500 paid after 180 days of employment).**
- Earned Time
- Bereavement Time off
- 6 agency holidays
- Medical, Dental, Vision Insurance
- Accident & Critical Illness Insurance
- 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 after 1 year employment

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. 7-19-21

RCA/RMA Eligibility Specialist

Catholic Charities Maine Refugee and Immigration Services currently has a **Full-Time opportunity for an RCA/RMA Eligibility Specialist**.

RCA/RMA Eligibility Specialist is a member of the Refugee and Immigration Services case management team. They will screen all prospective clients to determine eligibility for Refugee Cash Assistance and Refugee Medical Assistance, to assure that all status and income criteria are met. In addition, RCA/RMA Eligibility Specialists will monitor compliance of clients with all RCA requirements, disburse benefits, and support clients in meeting employment participation requirements of the program. They will track client enrollment, employment, job retention, and compliance data and report as required. They will be part of a multicultural, multilingual team supporting ORR eligible clients in Maine's communities. The candidate must be able to work out of both Portland Lewiston offices as needed.

Qualifications:

- Eligible candidates shall have a Bachelors Degree or equivalent experience.
- Three (3) years of work experience in social services or health related services is preferred.
- Multilingual skills (Arabic, Kinyarwanda, French, Swahili, Somali) and experience working in multicultural settings is desirable.

- Knowledge of the social services and community resources in Lewiston/Auburn, Augusta and or Greater Portland area is also preferred.

Benefits Include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)

Position Code: 295.RIS Salary Code-I EEO-2 FT NON Int. & Ext.–11-16-21

RECEPTION COORDINATOR

Refugee & Immigration Services

Catholic Charities Maine **Refugee and Immigration Services** in **Lewiston** currently has a **full-time** opening for a **Reception Coordinator**. The Reception coordinator is the person responsible for the coordination of walk-in client intakes, clerical duties and assisting clients to navigate the appropriate community resources. Eligible candidates shall have a minimum of a high school diploma or equivalent experience. One year of related administrative and customer service experience is preferred. Preference is for individuals who have experience working with diverse populations. Computer skills required including Word and internet use. Multilingual skills preferred (French, Swahili, Kinyarwanda, Somali, Arabic, Dari, Pashto).

Benefits Include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!

Position Code: 601RISL Salary Code-I EEO-5 FT NON Int. & Ext.–12-15-21

REFUGEE HOUSING COORDINATOR

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine in Portland is seeking a **Full-Time Refugee Housing Coordinator**.

The OMRS Refugee Housing Coordinator coordinates housing resources, develops innovative long-term housing, and identifies emergency housing assistance for all newcomer communities in the state of Maine. Will be responsible for the identification of resources, innovative models, assessment of needs, planning, linking to resources, monitoring

and evaluating local resettlement agencies' housing activities and supports needed by the resettlement sites. The goal of this position is to coordinate and engage with variety of stakeholders to develop an affordable, safe, and healthy housing supply. This position will require driving and working in an office setting. Annual salary range is \$39,000 - \$42,000.

Qualifications:

- A minimum of a bachelor's degree with a major in social work or a related field or equivalent job experience.
- A minimum of two (2) years of directly related experience working in refugee services field or in public benefits program.
- Experience with developing housing resources and/or placing clients in housing is preferred.
- Demonstrated ability to interpret and adhere to established policies and procedures.
- Knowledge of the field of refugee resettlement.
- Ability to focus on details and ensure accuracy in reporting and presenting information to high-level stakeholders
- Must complete internet research with a high comfort level in working with computer systems.

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

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- Electronic Health Record system
- 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 – 1074OMRS Salary-I FT NON EEO-2 Int. & Ext 12-8-21

REFUGEE MEDICAL SCREENING CARE COORDINATOR

Catholic Charities Maine Refugee and Immigration Services has two (2) **full-time** openings for a **Medical Screening Care Coordinator**. The Medical Screening Care Coordinator will provide all direct coordination of medical screening services to clients under their case load. They will ensure appointments are made; clients attend appointments that they understand and can utilize Maine's public transportation and MaineCare reimbursed transportation systems, and that they receive all required follow up services. The Medical Screening Care Coordinator is responsible for the orientation of clients to the US Health Care system and any needed ongoing training on these services. One position will serve the Lewiston/Augusta areas, and one will serve the Portland/Biddeford areas.

Qualifications:

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

Benefits Include:

- Medical, Dental & Vision Insurance

- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- Five (5) Weeks of Earned Time (first year!)
- Bereavement Time off
- Six (6) Agency Holidays
- 401k Agency Contribution After One (1) Year Employment
- Mileage Reimbursement
- ADP LifeMart Employee Discount Program
- A Highlight Incentivized Health and Wellness Program!

Position Code: 288.RIS Salary Code: I NON FT EEO-2 Internal & External – 9-8-21

REFUGEE MEDICAL SCREENING CARE COORDINATOR

Refugee & Immigration Services

Portland & Lewiston

Catholic Charities Maine Refugee and Immigration Services has two (2) **full-time** openings for **Medical Screening Care Coordinators**. One position out of Portland and one Lewiston. The Medical Screening Care Coordinator will provide all direct coordination of medical screening services to clients under their case load. They will ensure appointments are made; clients attend appointments that they understand and can utilize Maine’s public transportation and MaineCare reimbursed transportation systems, and that they receive all required follow up services. The Medical Screening Care Coordinator is responsible for the orientation of clients to the US Health Care system and any needed ongoing training on these services.

Qualifications:

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

Benefits Include:

- Medical, Dental & Vision Insurance
- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- Five (5) Weeks of Earned Time (first year!)
- Bereavement Time off
- Six (6) Agency Holidays
- 401k Agency Contribution After One (1) Year Employment
- Mileage Reimbursement
- ADP LifeMart Employee Discount Program
- A Highlight Incentivized Health and Wellness Program!

Position Code: 288.RIS Salary Code: I NON FT EEO-2 Internal & External – 12-2-21

REFUGEE MEDICAL SCREENING SUPERVISOR, CENTRAL MAINE

Refugee & Immigration Services

“Maine’s only refugee resettlement program, Catholic Charities Maine Refugee and Immigration Services (RIS) is dedicated to helping those seeking a new life in America become independent, productive members of our community.”

RIS currently has an opening for a full-time *Medical Screening Supervisor* in Central Maine.

This position will oversee all staff involved in the Domestic Refugee Medical Screening process. They will additionally be one of two liaisons between the State Refugee Health Coordinator and the RIS Medical Screening Team. The supervisor for Central Maine will be responsible for the recruitment, hiring, supervision and training of staff to the Medical Screening Team in the Lewiston and Augusta areas. Will work in closer partnership with the Southern Maine Medical Screening Supervisor. This position will report directly to the CCM RIS Program Director and be based in Augusta or Lewiston.

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.

Qualifications:

- 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 (Pashto, Dari, 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.

Benefits Include:

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program!
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)

REFUGEE MENTAL HEALTH CARE COORDINATOR

\$19.00/Hour

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 in **Portland** is currently seeking a **Full-Time Refugee Mental Health Care Coordinator** to work in our expanding Behavioral Health Network Program! The Refugee Mental Health Care Coordinator (RMHCC) is part of the Southern Region Behavioral Health Network, providing post arrival mental health screening support for refugees, asylees, and other populations of concern to the Office of Refugee Resettlement (ORR). The RMHCC will be responsible for the mental health screening using the RHS-15 mental health screening tool. Following the screening process, the RMHCC will document the screening, determine the level of support needed and initiate mental health counseling referrals. The RMHCC will work collaboratively with the BHN Team as well as community providers and resources. Screenings may take place in the office, at a medical facility or in the community. Some travel will be required to ensure coverage of all refugee resettlement areas in Maine.

Qualifications:

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

Benefits Include:

- Medical, Dental & Vision Insurance
- Short- and Long-Term Disability, Life Insurance (employer paid!)
- Accident & Critical Illness Insurance
- Five (5) Weeks of Earned Time (first year!)
- Bereavement Time off
- Six (6) Agency Holidays
- 401k Agency Contribution After One (1) Year Employment
- Electronic Health Record System
- Mileage Reimbursement
- ADP LifeMart Employee Discount Program
- A Highlight 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—1059.BHN Salary Code—J EEO-2 NON Status—FT Internal & External 9-8-21

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
- **\$1,000 sign-on bonus (\$500 paid after 90 days and \$500 paid after 180 days of employment).**
- Earned Time
- 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. 7-19-21

STATE REFUGEE DATA SPECIALIST I

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine in Portland is currently seeking a **Full-Time State Refugee Data Specialist I**.

The State Refugee Data Specialist I (SRDS) assists the State Refugee Database Supervisor with overseeing and coordinating refugee program data. The SRDS is a database administrator for ClientTrack, the web-based data collection system for client services and outcomes related to OMRS grants. The SRDS supports the data needs of OMRS and may generate reports and queries for subgrantee end users of ClientTrack. The SRDS helps train, educate, and troubleshoot the needs of ClientTrack end users. In collaboration with ClientTrack database administrators and the State Refugee Database Supervisor, the SRDS will assist in data collection system improvements, plan building, and build testing after development. The SRDS assists with preparing federal reports for submission to ORR and understanding the data needs and requirements for the reports.

Annual salary range for this position is \$38,500 - \$40,500.

Qualifications:

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

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

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Mileage reimbursement
- Electronic Health Record system
- 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 – 1063OMRS Salary-I FT NON EEO-5 Int. & Ext 11-17-21

STATE REFUGEE HEALTH DATA ENTRY SPECIALIST

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine in Portland is seeking a **Full-Time State Refugee Health Data Entry Specialist**.

The State Refugee Health Data Entry Specialist (SRHDES) assists the State Refugee Health Coordinator and the OMRS Data Team with coordinating the collection, analysis, and reporting of the Refugee Medical Screening (RMS) data. The SRHDES collects RMS data from RMS contracted providers and enter the RMS data into the RMS database in a timely manner. This position will collaborate with the State Refugee Health Coordinator and OMRS Data Team to ensure that RMS data is readily available for the ORR reports. The SRHDES also supports RMS contracted providers to coordinate data collection, follow-up, and ensure data is accurate and complete. The SRHDES verifies the integrity of all refugee health data and manages any medical screening data reporting and collection tools. The SRHDES may also generate reports for the State Refugee Health Coordinator, as needed. Annual Salary range is \$38,000 - \$41,600.

Qualifications:

- A minimum of an Associate's degree with a major in computer science, IT, mathematics, or related to health sciences or data entry or equivalent job experience.
- Strong computation skills and proficiency with web-based data collection systems, querying, reporting, and data analysis.
- Strong proficiency in Excel. Proficiency with Microsoft Office Suite, in addition to Excel (Word, Access, Outlook, PowerPoint, Teams), and other computerized data or reporting software is required.
- Knowledge of Visual Basic for Applications (VBA) would be advantageous.
- Experience working with multicultural/multilingual populations preferred.

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

- Medical, Dental, Vision Insurance
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution after 1 year employment
- Electronic Health Record system
- 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 – 1076OMRS Salary-I FT NON EEO-2 Int. & Ext 12-16-21

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.

You may submit your cover letter and resume (*indicating the position title*) via email (hroffice@ccmaine.org), fax ([207-523-2789](tel: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 Affirmative Action/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>