



Job Opportunities Catholic Charities Maine

WEEK OF MAY 29th, 2022

Click on a region to see postings by location:

[Southern Maine](#) | [Central Maine](#) | [Northern Maine](#) | [Statewide](#)

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), 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>

SOUTHERN MAINE

ACCOUNTS PAYABLE SPECIALIST

Catholic Charities Maine Finance Office has a Full-Time opening in Portland for an Accounts Payable Specialist.

This will be the professional person who maintains accurate and concise records for accounts payable and sub-contractor files. This person is responsible for reviewing, auditing and controlling the accuracy of all data input into the books of original entry. This person will make judgments ensuring the Agency's Policies and Procedures, based upon both Generally Accepted Accounting Principles and the Agency's Internal Controls are followed. Hourly rate for this position is \$18.00.

Benefits include:

- 5 weeks of Earned Time (first year!) in addition to 6 paid holidays
- Medical, Dental Vision Insurance
- Accident & Critical Illness Insurance with a "Be-Well" benefit (optional)
- *Employer-paid* Short- and Long-Term Disability and Basic Life Insurance
- 401k agency contribution after 1 year employment
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- Employee Assistance Plan
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- A minimum of an Associate degree in Business Administration or a closely related field. Three (3) years of directly related experience may be substituted for the degree.
- Must have at least three (3) years of closely related experience.

- Strong Microsoft Excel skills are required. Concur & Great Plains skills are desired.

Resumes will be accepted until position is filled.

Position Code—041 Salary Code—G Non-Exempt Status—Full -Time Advertise Internal and External 5-2-22

ADMINISTRATIVE ASSISTANT II

Behavioral Health Network

Catholic Charities Maine Behavioral Health Network in Portland has a Full Time opening for an Integrated Programs Administrative Assistant II (IPAA II). The IPAA II will work in a fast-paced, collaborative team environment to support all Behavioral Health Network (BHN) programs, as well as the director, by performing a variety of clerical and administrative tasks.

Benefits for include:

- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Optional Accident & Critical Illness Insurance with a “Be-Well” Benefit
- 5 Weeks of Earned Time (first year!) + *an additional* 6 agency holidays
- Bereavement Time off
- EAP
- 401k Agency Contribution After One (1) Year Employment
- Electronic Health Record System
- 10% Childcare discount at our two Child Development Centers (Portland and Biddeford). Private pay only.
- Wellness reimbursement program providing up to \$100 reimbursement per year on health and wellness purchases!
- ADP LifeMart Employee Discount Program

Qualifications:

- A minimum of an Associate’s Degree, or equivalent experience and/or training including 1-2 years in a healthcare setting, preferably in an administrative patient/client or patient facing role.
- A basic understanding of health insurance and healthcare reimbursement is strongly preferred.
- Must have competency in computer skills.
- A high level of proficiency in the use of Microsoft Office and an Electronic Health Record (EHR) is essential.
- Must have the ability to multi-task.
- Excellent organizational skills.

Position Code-1025.BHN Salary Code-I Status- FT Int. & Ext. 4-29-22

AGAPE AIDE - Biddeford

Catholic Charities Maine currently has an **On-Call** opportunity for an **Agape Aide** in Biddeford, 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 -3-10-22 - Janette Gustafson & Rachel Normandeau

ASSESSOR - INDEPENDENT SUPPORT SERVICES (ISS) WORKER II

Cumberland County

Catholic Charities Maine **Independent Support Services (ISS)** program has a **Full-Time Independent Support Services Worker II (ISSW II) Assessor** opening covering **Cumberland County**.

The ISSW II Assessor assists the Area Supervisor to fulfill program and contract requirements which include, but are not limited to, completing initial client assessments, re-assessments, care plan development, waitlist and 6-Month contact calls both telephonically and in-home as well as working with homemakers, self-direct workers and staff with subcontracted agencies. The ISSW II works with a variety of consumers, including older persons, adults with psychiatric, developmental, or physical disabilities, and clients of DHHS Adult Protective Services. Work involves travel, and the ISSWII may provide homemaking services. Office will be based at 420 Cumberland Avenue, Portland.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Five (5) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays!*
- Bereavement Time off
- Employee Assistance Plan
- Mileage Reimbursement
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates shall have bachelor's degree in Social Work or a closely related field or equivalent experience and/or training.
- Two (2) years of directly related experience is preferred.
- Should have the ability to use Microsoft Office products, such as Outlook, Excel, Word as well as electronic online client management system.

Resumes will be accepted until position is filled.

Position Code-866 Salary Code-H5 Status-FT EEO- 9 NON Internal & External – 5-23-22 - Rachel Normandeau/Kim Dumond

CARE COORDINATOR

\$4,000 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:

- **\$4,000 Sign-on bonus:** \$2,000 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 MANAGER, ASYLUM SEEKER HOTEL PROJECT

Refugee & Immigration Services

Catholic Charities Maine Refugee & Immigration Services is now hiring for a Full-Time Case Manager for the Asylum Seeker Hotel Project. The Asylum Seeker Hotel Project is a new program designed to provide support to asylum seekers living at a hotel in Saco, under a 12-month contract with the City of Portland. Services will be delivered in a culturally and linguistically appropriate manner and include on-site support, case management, assistance connecting with/enrolling in community and public resources including education, health care, legal and employment services.

Definition: The Case Manager for the Asylum Seeker Hotel Project (ASHP) is the person who will provide case management support to asylum-seeking individuals & families who are temporarily housed for up to 12 months. This position is part of a dynamic team providing support to adults and children seeking asylum in the US. The Case Manager will be a trained, supervised professional who coordinates and monitors the delivery of effective behavioral, physical & community needs of the assigned and deemed qualified clients of the program. Responsibilities include, 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 Case Manager works as part of a multilingual, multicultural team.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays*
- Bereavement Time off
- Employee Assistance Plan

- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates shall have minimum of a bachelor's degree or equivalent experience in one of the social sciences or a related field.
- Preferred minimum of two (2) years' experience providing direct services to clients
- Must 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
- Multilingual skills preferred (Portuguese, French, Swahili, and Lingala in particular)

Position Code—1100.RIS Salary Code—07 EEO-2 Exempt FT Int. & Ext. 5-16-22

CLINICAL COUNSELOR I

\$6,000 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 **Behavioral Health Network** in **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.

Benefits include:

- **\$6,000 Sign-On Bonus:** (\$2,000 at time of hire, \$2,000 at successful completion of orientation and good standing in job performance & an additional \$2,000 at 1 year)
- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Accident & Critical Illness Insurance
- 5 Weeks of Earned Time (first year!) + *an additional* 6 agency holidays
- Bereavement Time off
- EAP
- Annual Training Reimbursement
- 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 including up to \$100 reimbursement per year on health and wellness purchases!

Qualifications: 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.

Position Code—942.CS Salary Code—07 EEO 2 Exempt Status—FT Internal & External 3-31-22

CLINICAL COUNSELOR II

\$6,000 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 **Behavioral Health Network** in **Portland** currently has a **Full-Time** opening for a **Clinical Counselor II**. The Clinical Counselor II is the professional person responsible for providing addictions counseling and psychotherapy to individuals, couples, and families.

Benefits include:

- **\$6,000 Sign-On Bonus:** (\$2,000 at time of hire, \$2,000 at successful completion of orientation and good standing in job performance & an additional \$2,000 at 1 year)
- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Accident & Critical Illness Insurance
- 5 Weeks of Earned Time (first year!) + *an additional* 6 agency holidays
- Bereavement Time off
- EAP
- Annual Training Reimbursement
- 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 including up to \$100 reimbursement per year on health and wellness purchases!

Qualifications: Eligible candidate shall have a minimum of a Master's degree in a social service related field and be minimally credentialed at the conditional license level, either as a Clinical Professional Counselor Conditional (LCPCC) or a Licensed Master's Social Worker (LMSW) as defined by the licensing board(s) of the State of Maine. Co-occurring expertise and either a Licensed Alcohol and Drug Counselor (LADC), a Certified Alcohol and Drug Counselor (CADC), or 270 hours of approved alcohol and drug education are preferred.

Position Code—081.CS Salary Code—07 EEO— 2 NON FT Int. & Ext. 3-31-22

COMPLIANCE TEAM LEAD

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** now has an opening for a Full-Time **Compliance Team Lead**.

The Compliance Team Lead (CTL) is responsible for the supervision of the OMRS Compliance team. This position will ensure that all Resettlement Agencies and Community Partners are provided with necessary policies and procedures according to federal regulations and that they adhere to such contractual agreements. It will work closely with the data and monitoring teams to ascertain that the contractual agreements are being carried out in a timely and precise manner. This role will assist 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. This role will require communication with Division of Budget, Admin, and Policy Manager to track challenges and progress in compliance practices. Salary range for this position is \$45,760 - \$52,000.

Qualifications:

- Bachelor's degree with a major in business, social sciences, or a related field, or equivalent job experience.

- A minimum of two (2) years of experience in social services or a related field, which includes team supervision, program administration with a strong background in compliance requirements, and computer skills.
- Experience in report/narrative writing, and monitoring background is required.
- A proficiency with personal computer systems, Microsoft Office is also required.
- Experience working with multicultural/multilingual populations preferred.

Position Code – 1093OMRS Salary-08 FT Exempt EEO-1B Int & Ext 4-18-22

CORRECTIONS CARE COORDINATOR

Behavioral Health Network - \$4,000 Sign-On Bonus!

Are you seeking an opportunity to support individuals involved in the criminal justice system and affected by substance use? Are you seeking an opportunity to contribute in a way that makes a difference? Then our Corrections Care Coordinator position may be the right fit for you.

Catholic Charities Maine Behavioral Health Network (BHN) in Portland, Maine has an opening for a Full-Time Corrections Care Coordinator supporting individuals re-entering the community from incarceration, seeking support to maintain their recovery and build a new life. Join our Catholic Charities of Maine team, in our pursuit to provide help and creating hope in Maine.

The BHN Corrections Care Coordinator shall be a trained, supervised professional who will provide Care Coordination Services within the Behavioral Health Home program. As a member of the Client Access, Resources and Engagement Services (CARES) team, the BHN Corrections Care Coordinator will work in a collaborative capacity bridging supports to individuals enrolled in all BHN programs while supporting a caseload of individuals transitioning from incarceration or with previous experience in corrections to include both state and federal probation. This position will facilitate recovery and skill development groups and participate in interdisciplinary care team meetings. Will provide supportive and collaborative care while fulfilling the Care Coordination requirements as defined in the MaineCare Behavioral Health Home regulations as well as agency and program expectations and guidelines. Shall focus on supporting systems navigation, re-entry into the community, vocational support and assisting individuals with fulfilling their probationary contracts as well as supporting goals and objectives toward obtaining both emotional and physical wellness.

Benefit include:

- **\$4,000 Sign-On Bonus!** (\$1000.00 paid at time of hire, \$1000.00 paid when in good standing with employment upon completion of 6-month new employee probation and \$1000.00 paid when in good standing with employment at 1 year.
- Competitive salary
- Five (5) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays!*
- Annual training reimbursement
- A choice of two (2) comprehensive medical plans
- Dental & Vision Insurance options
- Accident & Critical Illness insurance
- Short- and long-term disability, life insurance (*employer paid!*)
- 401k agency contribution after 1 year employment
- Bereavement Time off
- Employee Assistance Plan
- Mileage reimbursement
- Electronic Health Record system

- Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health and wellness purchases!
- 10% Childcare discount at our two Child Development Centers (Portland and Biddeford). Private pay only.
- ADP LifeMart Employee Discount program

Qualifications:

Qualified candidates must be certified by the Department as a Mental Health Rehabilitation Technician/Community (MHRT/C or with provisional A, B with work actively being completed toward C). Must have CADC license or ability to obtain CADC within 6-months of hire along with specific professional experience and training in working with individuals who have experience in the criminal justice system. Understanding of Motivational interviewing preferred. Individuals with previous corrections and substance use experience preferred. Must have own transportation.

Position Code—1066.BHN EEO – 2 NON Salary Code--J FT Int & Ext -1-28-22

CUSTODIAN

St. Louis Child Development Center

Catholic Charities Maine St. Louis Child Development Center in **Biddeford** is hiring for a 15 hour per week **Custodian** for afterhours facility cleaning and maintenance. This person shall be able to read and write, and have previous work experience sufficient to indicate an ability to undertake this position. Shall have maturity, initiative, sound judgment, and dependability as well as the ability to communicate verbally and in writing. Responsibilities include proper maintenance of the facility, rendering and/or notifying the Director of needed minor repair, keeping equipment in good working order, removal of snow outside classroom doorways as necessary, sweeping/washing all floors, taking out trash, washing windows and vacuuming. *Resumes will be accepted until position is filled.*

Position Code-366 Salary Code—F Status-OC EEO – 9 NON Advertise Internal & External 5-17-22

DIRECT CARE RESIDENTIAL ASSISTANT, ASYLUM SEEKER HOTEL PROJECT

Refugee & Immigration Services

Catholic Charities Maine Refugee & Immigration Services is now hiring for a Full-Time Direct Care Residential Assistant for the Asylum Seeker Hotel Project. The Asylum Seeker Hotel Project is a new program designed to provide support to asylum seekers living at a hotel in Saco, under a 12-month contract with the City of Portland. Services will be delivered in a culturally and linguistically appropriate manner and include on-site support, case management, assistance connecting with/enrolling in community and public resources including education, health care, legal and employment services.

Definition: The Direct Care Residential Assistant (ASHP) is the person who will provide direct residential support to asylum-seeking individuals & families who are temporarily housed for up to 12 months. This position is part of a dynamic team providing support to adults and children seeking asylum in the US. The Asylum Residential Support Worker is also the direct care liaison to on-site hotel staff offering cultural and linguistic support. The position may involve some 24 hour on-call availability.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Five (5) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays*
- Bereavement Time off
- Employee Assistance Plan

- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates have a minimum of a high school diploma, GED or any equivalent combination of experience and training with the ability to learn the basic concepts related to the needs of migrants.
- Cross-cultural experience is preferred.
- Multilingual skills preferred. (French, Swahili, Portuguese, and Lingala, in particular).
- Should have the ability to relate to asylum seeking residents with warmth and understanding and identify the needs of residents.
- Candidates must demonstrate the ability to work cooperatively with other professionals and community members on behalf of residents.
- Candidates with expertise in culture of Angola & DRC and/or multilingual skills are strongly encouraged to apply.

Position Code—1101.RIS Salary Code—H EEO-9 NON FT Int. & Ext. 5-16-22

EARLY CHILDHOOD ASSISTANT TEACHER

St. Louis Child Development Center - \$1,000 SIGN ON BONUS FOR NEW HIRES!!

Are you passionate about play? Do you celebrate diversity and recognize every child as a unique individual who is deserving of love and respect? Are you committed to creating a classroom experience that is developmentally appropriate, nurturing and safe?

If the responsibility of instilling a lifelong love of learning excites you, then we encourage you to apply for our **Full-Time Early Childhood Assistant Teacher** position at **St. Louis Child Development Center** in Biddeford, ME.

At Catholic Charities we recognize and value the role our teaching professionals have played in our nearly 50-year history of providing holistic, child-centered care. Our nationally accredited Centers rely on the success of our teachers and we are committed to having the supports in place so they can achieve their professional goals.

Benefits

In addition to a collaborative, mission-driven work environment where our core values of Respect, Integrity, Compassion, Hospitality, Excellence and Stewardship (our RICHES) are celebrated and wholeheartedly shared, we offer an attractive benefits package, including:

- 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)**
- **\$1,000.00 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)
- 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 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 – 7-30-21

EARLY CHILDHOOD ASSISTANT TEACHER

St. Elizabeth's Child Development Center-\$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 SPECIAL EDUCATION TEACHER – Sign-on bonus!

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 Special Education 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:

- **\$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)
- A choice of two comprehensive health plans
- Dental, Vision, Accident & Critical Illness insurance options
- Employer paid Short- and Long-Term Disability and Basic Life Insurance
- Five weeks of Earned Time *plus an additional* six paid holidays
- 401(k) employer match after 1 year employment
- Employee Assistant Plan
- Bereavement Time Off
- A highly incentivized health & wellness program including up to \$100 reimbursement on health & wellness purchases
- **50% discounted child care rates for employee's children (exclusive to Private Pay)**

Job Requirements

- Shall have a minimum of a four (4) year degree in Early Childhood Education, or a compatible course of study.
- Must have a 282 Maine State Certification (or be eligible to get the 282 certification within a year).
- A minimum of three (3) 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-346 Salary Code-H EEO-2 NON Status-Full-time Advertise Ext. & Int. 3-16-22

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.

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

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.

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 4-28-22

EARLY CHILDHOOD 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 4-6-22

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- Bill Hager

EARLY CHILDHOOD TODDLER TEACHER

St. Elizabeth's Child Development Center-\$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 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

GRANT ACCOUNTANT

Catholic Charities Maine Finance Department in Portland has a Full-Time opening for a Grant Accountant. The Grant Accountant is the person who ensures complete compliance with grant agreements and Federal requirements under A-133 and MAAP, sets-up and maintains grant budgets, and reconciles grant funds. This position also assists in producing and presenting monthly financial reports based on grant and program activities. Hourly rate for this position is between \$17.00 - \$25.00/hour.

Benefits Include:

- 5 weeks of Earned Time (first year!) *in addition* to 6 paid holidays
- Medical, Dental, and Vision insurance options
- Accident & Critical Illness Insurance with a "Be-Well" benefit (optional)
- *Employer-paid* Short- and Long-Term Disability and Basic Life Insurance
- 401k agency contribution after 1 year employment
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- Employee Assistance Plan
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications: Hands on experience with grant reconciliation strongly desired. The Grant Accountant shall demonstrate analytical skills, maturity, initiative, sound judgment, dependability, and the ability to communicate effectively both orally and in writing. Shall have a demonstrated ability to study in detail the factors for developing a budget and bringing all factors together for budget presentation, as well as the ability to review budget variances and communicate the causes of these variances accurately in lay terms. 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, Microsoft Excel, and Word is required. Proficiency with Microsoft Access is desirable.

Position Code-009 Salary Code—J Status-Full-time EEO-2 Non- Advertise Internal & External 5/24/22

HEALTH CARE COORDINATOR, ASYLUM SEEKER HOTEL PROJECT

Refugee & Immigration Services

Catholic Charities Maine Refugee & Immigration Services is now hiring for a Full-Time Health Care Coordinator for the Asylum Seeker Hotel Project. The Asylum Seeker Hotel Project is a new program designed to provide support to asylum seekers living at a hotel in Saco, under a 12-month contract with the City of Portland. Services will be delivered in a culturally and linguistically appropriate manner and include on-site support, case management,

assistance connecting with/enrolling in community and public resources including education, health care, legal and employment services.

Definition: The Health Care Coordinator for the Asylum Seeker Hotel Project (ASHP) is the person who will provide access to health resources to asylum-seeking individuals & families who are temporarily housed for up to 12 months. This position is part of a dynamic team providing support to adults and children seeking asylum in the US. The health Care Coordinator will be a trained, supervised professional responsible for assessing the medical and physical needs of the qualified refugee clients within the program and making applicable referrals for client care. This position will coordinate and manage physical health services.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays*
- Bereavement Time off
- Employee Assistance Plan
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates shall have a minimum of a bachelor's degree or equivalent experience in one of the social sciences or a related field.
- Shall have a preferred minimum of two (2) years of experience providing direct services to 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.
- Multilingual skills preferred (French, Portuguese, Swahili, and Lingala in particular)

Position Code—1102.RIS Salary Code—06 Salary EEO-2 Exempt FT Int. & Ext. 5-16-22

MANAGER OF THE DIVISION OF REFUGEE PROGRAMS

Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** now has an opening for a Full-Time **Manager of the Division of Refugee Programs**.

Definition: The Manager of the Division of Refugee Programs (MDRP) is responsible for the overall development and delivery of OMRS Programs and Special Projects, while overseeing documentation of required services in accordance with contracts and grants that fund the programs. This position will ensure effective and timely coordination with funders, partners, local and other agencies for both on-going and limited-term programs. It will also monitor, assess, and direct the process of renewal applications and budget proposals for specially funded programs and projects. The MDRP contributes to driving the program lifecycle by promoting innovation, learning, thought leadership, and quality within the OMRS Project & Program Division. It coordinates and supports monitoring, compliance, quality control, and reporting; engages stakeholders and donors in the implementation of OMRS' ongoing work in order to maintain and build OMRS' profile and relationships, in collaboration with other functional areas within the organization. This role will further require the fostering of relationships with Case Management Directors within each Resettlement Agency (RA) or Community Partner (CP) to develop long-term strategies for training, monitoring, and professional development. This position will coordinate ongoing trainings and resources for all partners and providers related to implementation of funded programs. Salary range for this position is \$52,000 - \$60,000 Annually.

Benefits Include:

- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Optional Accident & Critical Illness Insurance with a “Be-Well” Benefit
- 6 Weeks of Earned Time (first year!) + *an additional* 6 agency holidays
- Bereavement Time off
- EAP
- 401k Agency Contribution After One (1) Year Employment
- Electronic Health Record System
- 10% Childcare discount at our two Child Development Centers (Portland and Biddeford). Private pay only.
- Wellness reimbursement program providing up to \$100 reimbursement per year on health and wellness purchases!
- ADP LifeMart Employee Discount Program

Qualifications:

- A minimum of a bachelor’s degree with a major in social work, business, or a related field, or equivalent job experience.
- Project management skills and demonstrated experience managing multiple projects.
- Supervisory skills, including ability to identify and develop staff, coach through learning opportunities, collaboratively problem solve, engage in difficult conversations and advocate on behalf of staff to organizational leadership.
- Experience leading teams engaged in case management activities.
- Organizational skills and ability to manage timelines and deadlines.
- Ability to communicate effectively, both verbal and in writing.
- A proficiency with personal computer systems, Microsoft Excel, and Word is also required.
- Experience working with multicultural/multilingual populations preferred.

Position Code – 1098OMRS Salary-09 FT Exempt EEO-1B Int & Ext 5-12-22

OPERATIONS MANAGER

Office of Maine Refugee Services

Catholic Charities Maine Office of Maine Refugee Services (OMRS) now has an opening for a Full-Time Operations Manager.

Definition: The Operations Manager will oversee the day-to-day operations of the Office of Maine Refugee Services, including management of the office, human resources, hiring, and analysis and improvement of organizational processes to improve quality, productivity, and efficiency. Salary range for this position is \$45,000 - \$52,000 annually. Tasks include:

Office Management:

- Maintaining office equipment and ordering office supplies
- Submit maintenance requests
- Manage calendar and schedule meetings for SRC

Human Resources:

- Help manage recruitment, hiring, orientation of employees; implement compensation determinations; manage benefits for all staff.
- Oversee office management; liaison to building maintenance staff; IT and phone support.
- As directed, help to develop, implement and review operational policies and procedures.
- Help promote an organizational culture that encourages top performance and high morale.
- Work with SRC to create and update Job Descriptions for future and current roles in the office.

Additional:

- Represent OMRS in both virtual and in-person meetings
- Orchestrating bi-weekly staff meetings and keeping minutes for said meetings
- Create agendas, schedule invites, and prepare presentations for state and local meetings/councils.

Benefits Include:

- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Optional Accident & Critical Illness Insurance with a “Be-Well” Benefit
- 6 Weeks of Earned Time (first year!) + *an additional* 6 agency holidays
- Bereavement Time off
- EAP
- 401k Agency Contribution After One (1) Year Employment
- Electronic Health Record System
- 10% Childcare discount at our two Child Development Centers (Portland and Biddeford). Private pay only.
- Wellness reimbursement program providing up to \$100 reimbursement per year on health and wellness purchases!
- ADP LifeMart Employee Discount Program

Qualifications:

- A minimum of a bachelor’s degree with a major in Administration, Communications, or a related field, or equivalent job experience.
- A minimum of two (2) years’ experience in administration or a related field, which includes office supervision and administration with a strong background in communication.
- A proficiency with personal computer systems, and Microsoft Office is also required.
- Experience working with multicultural/multilingual populations preferred.
- Must be comfortable operating in a fluid work environment.

Position Code – 1099OMRS Salary-08 FT Exempt EEO-1B Int & Ext 5-12-22

OPIOID HEALTH HOME CLINICIAN

\$5,000 SIGN-ON BONUS

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:

- **\$5,000 Sign-on bonus:** \$1,200 at time of hire, \$1,200 upon good standing and completion of a 6-month probationary period & \$2,600 at 1-year with good standing and position expectations.
- 6 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

PROGRAM SUPERVISOR, ASYLUM SEEKER HOTEL PROJECT

Refugee & Immigration Services

Catholic Charities Maine Refugee & Immigration Services is now hiring for a Full-Time Program Supervisor for the Asylum Seeker Hotel Project. The Asylum Seeker Hotel Project is a new program designed to provide support to asylum seekers living at a hotel in Saco, under a 12-month contract with the City of Portland. Services will be delivered in a culturally and linguistically appropriate manner and include on-site support, case management, assistance connecting with/enrolling in community and public resources including education, health care, legal and employment services.

Definition: The Program Supervisor is the professional person responsible for coordinating and monitoring the technical and day-to-day performance of the Asylum Seeker Hotel Project Serving asylum-seeking individuals & families who are temporarily housed for up to 12 months. This position is part of a dynamic team providing support to adults and children seeking asylum in the US. They shall oversee the activities, production, and schedule of staff. The Program Supervisor will be responsible for the supervision of staff involved in the CCM RIS Residential Hotel Services which includes the direct care & case management staff. The position may involve some 24 hour on-call availability.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays*
- Bereavement Time off
- Employee Assistance Plan
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates shall have a minimum of a bachelor's degree or equivalent experience in one of the social sciences or a related field.
- Shall have a minimum of 2 years of experience in a related field.
- Cross-cultural experience is preferred.
- Multilingual skills preferred. (Portuguese, French, Swahili, and Lingala in particular)

Position Code—1103.RIS Salary Code—08 Salary EEO-1B Exempt FT Int/Ext. 5-16-22

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

Refugee & Immigration Services - Portland

Catholic Charities Maine Refugee and Immigration Services in **Portland** currently has an opening 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.

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 MENTAL HEALTH CARE COORDINATOR

\$4,000 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 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 and care coordination 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 as well as bridging individuals to needed resources in the community. Following the screening process, the RMHCC will document the screening, determine the level of support needed and initiate referrals for needed supports. 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.

Benefits Include:

- **\$4,000 Sign-On Bonus:** (\$2,000 at time of hire, \$1,000 at successful completion of orientation and good standing in job performance & an additional \$1,000 at 1 year)
- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Accident & Critical Illness Insurance
- 5 Weeks of Earned Time (first year!) + *an additional* 6 agency holidays
- Bereavement Time off
- EAP
- Annual Training Reimbursement
- 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 including up to \$100 reimbursement per year on health and wellness purchases!

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.

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 3-31-22

RESIDENTIAL ADMINISTRATIVE ASSISTANT, ASYLUM SEEKER HOTEL PROJECT

Refugee & Immigration Services

Catholic Charities Maine Refugee & Immigration Services is now hiring for a Full-Time Residential Administrative Assistant for the Asylum Seeker Hotel Project. The Asylum Seeker Hotel Project is a new program designed to provide support to asylum seekers living at a hotel in Saco, under a 12-month contract with the City of Portland. Services will be delivered in a culturally and linguistically appropriate manner and include on-site support, case management, assistance connecting with/enrolling in community and public resources including education, health care, legal and employment services.

Definition: The Residential Administrative Assistant for the Asylum Seeker Hotel Project (ASHP) is the person who will provide administrative support to CCM (Catholic Charities Maine) ASHP staff. This position is part of a dynamic team providing support to adults and children seeking asylum in the US. This position provides culturally & linguistically sensitive customer service, helping coordinate walk-in residents, guests, hotel staff, and community partners. Will provide clerical support as needed to maintain program efficiency.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional* six (6) agency holidays
- Bereavement Time off
- Employee Assistance Plan
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates should have a minimum of a high school diploma, GED or any equivalent combination of experience and training with the ability to learn the basic concepts related to the needs of migrants.

- The position requires keyboarding skills and experience with Microsoft Word, Excel, and Outlook.
- Should have the ability to relate to asylum seeking residents with warmth and understanding and identify the needs of residents.
- Must demonstrate the ability to work cooperatively with other professionals and community members on behalf of residents, provide excellent customer service and represent the mission & values of CCM.

Position Code—1104.RIS Salary Code—06 Salary EEO-5 Exempt FT Int/Ext. 5-16-22

RESIDENTIAL PROGRAM DIRECTOR, ASYLUM SEEKER HOTEL PROJECT Refugee & Immigration Services

Catholic Charities Maine Refugee & Immigration Services is now hiring for a Full-Time Residential Program Director for the Asylum Seeker Hotel Project. The Asylum Seeker Hotel Project is a new program designed to provide support to asylum seekers living at a hotel in Saco, under a 12-month contract with the City of Portland. Services will be delivered in a culturally and linguistically appropriate manner and include on-site support, case management, assistance connecting with/enrolling in community and public resources including education, health care, legal and employment services.

Definition: The Residential Program Director for the RIS Asylum Seeker Hotel Project is the person who will manage the program and budget to support to asylum-seeking individuals & families who are temporarily housed for up to 12 months. This position will lead a dynamic team providing support to adults and children seeking asylum in the US. The Program Director will be responsible for overseeing all aspects of program facilitation and compliance of contractual related requirements. Will be responsible for ensuring that services provided are high quality, responsive and offer best practice and are delivered in a culturally and linguistically appropriate manner. The position may involve some 24 hour on-call availability.

Benefits Include:

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays*
- Bereavement Time off
- Employee Assistance Plan
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Eligible candidates shall have a minimum of a bachelor's degree in social services or related field or equivalent experience.
- A minimum of 2 years of supervisory experience and a minimum of 3 years in a related field.
- Experience with residential services is desired but not required.

Position Code—1105.RIS Salary Code—09 Salary EEO1B Exempt FT Int/Ext. 5-16-22

SITE MANAGER – ST. LOUIS CHILD DEVELOPMENT CENTER

Catholic Charities Maine St. Louis Child Development Center has a Full-Time opening in Biddeford for a Site Manager. The Site Manager assists in the coordination of the daily operations of the Child Development Centers; enforces regulations under the Child Care Program guidelines; implements and maintains an appropriate learning environment for the children; and performs related work as required.

Benefits include:

- 6 weeks of Earned Time (first year!) in addition to 6 paid holidays
- Medical, Dental Vision Insurance
- Accident & Critical Illness Insurance with a “Be-Well” benefit (optional)
- *Employer-paid* Short- and Long-Term Disability and Basic Life Insurance
- 401k agency contribution after 1 year employment
- 50% Employee discount on childcare at our Catholic Charities Child Development Centers (Private Pay Only)
- Employee Assistance Plan
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Qualifications:

- Shall have a minimum of a bachelor’s degree in one of the following:
 - A related field with two (2) years of post-graduate experience in early childhood education or a related field; or
 - An unrelated field with five (3) years of post-graduate experience in early childhood education or related field; or
 - An unrelated field with a state-approved director’s credential.
- Shall have at least five (5) years of experience with a combination of teaching/working directly with young children and supervising staff.
- Having a knowledge of ProCare software is a plus.

Resumes will be accepted until position is filled.

Position Code—1096 Salary Code—08 Exempt Status—FT Advertise Internal and External 5-3-22

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

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

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CENTRAL MAINE

CASE MANAGER

Refugee & Immigration Services, Lewiston

“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 Lewiston, Maine.

Responsibilities: RIS Case Managers are responsible for all aspects of each newly admitted Refugees, or Afghan parolees’ 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 the Greater Lewiston area. 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: Eligible candidates shall have a bachelor’s 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. Shall

have a preferred minimum of two (2) years of experience providing direct services to 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. Multilingual skills preferred. (Dari, Pashto, Arabic, French, Swahili, Somali, Lingala, and Kinyarwanda, in particular).

Benefits Include:

- A choice of two (2) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance
- Six (6) weeks of Earned Time (first year!) plus an additional six (6) agency holidays!
- Bereavement Time off
- Employee Assistance Plan
- Mileage Reimbursement
- 401k agency contribution after 1 year employment
- Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Position Code—1086.RIS Salary Code—H5 EEO-2 NON Status—FT Int. & Ext. 3-2-22

DENTAL ASSISTANT - Retention & Recruitment 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.

JADOC currently has an opening for a **Full-Time Dental Assistant**. The ideal candidate 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.*

We offer an excellent benefit package for Full-Time Employees, including:

- NEW – Retention & recruitment bonus!
- 5 weeks of Earned Time (first year!) *in addition* to up to six (6) agency holidays!
- Dental care stipend
- A choice of two (2) comprehensive Medical plans
- Dental and Vision insurance options
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- Bereavement Time off
- 401k agency contribution after 1 year employment
- Employee Assistant Program
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health and wellness purchases!

If making a difference is your passion, come [join our team!!](#)

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

DENTAL HYGIENIST - Recruitment & Retention Bonus!

Jessie Albert Dental & Orthodontic Center (JADOC) is the midcoast region's favorite choice for excellent, comprehensive [dental services](#) and quality [orthodontic care](#) for the whole family!

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.

We offer an excellent benefits package, including:

- **\$3,500 Recruitment & Retention Bonus**
- Annual Continuing Education Allowance
- Maine State RDH license fee reimbursement
- 5 weeks of Earned Time (first year!) + six (6) agency holidays!
- Dental care stipend
- A choice of two (2) comprehensive medical plans
- Dental and Vision insurance options
- Short- and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance
- Bereavement Time off
- 401k agency contribution after 1 year employment
- Employee Assistant Program
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health and wellness purchases!

Qualifications for this position include:

- An Associate or Bachelor's of Science degree from an accredited school of dental hygiene
- State of Maine Dental Hygiene license
- Experience in either a private practice or public health setting
- Must enjoy working with children and adults
- Certification in State of Maine for use of Nitrous Oxide and local anesthesia is preferred.
- Candidate is responsible to be updated in current practices of dental hygiene in didactic and clinical skills.

If making a difference is your passion, come [join us!!](#)

Position Code—405 Salary Code—K5 Status—FT External & Internal 1-18-22

DENTAL HYGIENIST

Recruitment & Retention Bonus!

Jessie Albert Dental & Orthodontic Center (JADOC) is the midcoast region's favorite choice for excellent, comprehensive [dental services](#) and quality [orthodontic care](#) for the whole family!

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.

We offer an excellent benefits package, including:

- **Recruitment & Retention Bonus**
- Annual Continuing Education Allowance
- Maine State RDH license fee reimbursement
- A generous Earned Time package + up to six (6) agency holidays!
- Dental care stipend
- Bereavement Time off

- 401k agency contribution after 1,000 works hours & 1 year employment
- ADP LifeMart Employee Discount program

Qualifications for this position include:

- An Associate or Bachelor's of Science degree from an accredited school of dental hygiene
- State of Maine Dental Hygiene license
- Experience in either a private practice or public health setting
- Must enjoy working with children and adults
- Certification in State of Maine for use of Nitrous Oxide and local anesthesia is preferred.
- Candidate is responsible to be updated in current practices of dental hygiene in didactic and clinical skills.

If making a difference is your passion, come [join us!!](#)

Position Code—405 Salary Code—K5 Status—PT External & Internal 4-6-22

EMPLOYMENT CASE MANAGER

Refugee & Immigration Services, Lewiston

“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 *Employment Case Manager* in Lewiston, 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

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.*

For **dental students & graduates**, the Finance Authority of Maine (FAME) has provided useful information on **financial assistance & reimbursement** that can be available to you! For:

- Current Dental students in Maine: Qualified applicants may borrow up to \$25,000 each year for \$100,000 total. Submit your FASFA and then apply online - Deadline is May 31.
- Graduated students: Information on Loan Forgiveness available here: www.famemaine.com/medloans
- Practicing Maine Dentists: Information on the Maine Dental Education **Loan Repayment** Program (up to \$100,000) information here: www.famemaine.com/dentalrepayment

Position Code: 382JADOC FT Exempt EEO-2 Prof Salary Code-13 Post Int & Ext – 11-1-2021

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.

Benefits Package Includes:

- \$3,000 Recruitment & Retention Bonus: \$1,000 paid at hire, \$1,000 paid after 90 days, and \$1,000 paid after 6 months 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

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.

Position Code – 130 Sal. Code - H EEO - 9 Status –FT Int. & Ext. 7-19-21

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.

Benefits include:

- \$3,000 recruitment & retention bonus: \$1,000 paid at hire, \$1,000 paid after 90 days, and \$1,000 paid after 6 months of employment.
- A great team of coworkers
- Competitive pay with shift differentials
- Earned Time
- 10% discount at CCM Child development centers

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.*

Position Code – 130 Salary Code - H EEO - 9 Status – OC Int. & Ext. 7-19-21

REFUGEE MEDICAL SCREENING CARE COORDINATOR

Refugee & Immigration Services, Lewiston/Augusta

Catholic Charities Maine Refugee and Immigration Services has a **full-time** opening 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. This position will serve the **Lewiston/Augusta** area.

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 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)

Position Code: 1073RIS Salary Code-08 EEO-1B FT Exempt Int. & Ext.–11-30-21

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NORTHERN MAINE

CASE MANAGEMENT SUPERVISOR

Refugee & Immigration Services, Augusta

“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

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 a Full-Time Children's Behavioral Health Home Coordinator in our Fairfield office!**

Benefits Include:

- **\$3,500 Retention & Recruitment Bonus: \$1,000 upon completion of orientation, \$1,000 at 3 months, and \$1,500 at 6 months.**
- A choice of two (2) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays!*
- Bereavement Time off
- Employee Assistance Plan
- Mileage Reimbursement
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

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 and 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!

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 – 06 FT E EEO – 2 Internal & External 2-4-22

NURSE CARE MANAGER

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 in **Fairfield** has a **Full-Time** opening for a **Nurse Care Manager**! This unique position will work across various settings, including home and office.

The Nurse Care Manager 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 within the Augusta, Fairfield & Bangor areas are required.

Benefits Include:

- \$5,000 Retention & Recruitment Bonus:
 - \$1,500 after completing orientation, \$1,500 at 3 months and \$2,000 at 6 months.
- A choice of two (2) comprehensive medical plans
- Dental & Vision Insurance options
- Short- and long-term disability, life insurance (*employer paid!*)
- Accident & Critical Illness insurance with a Be-Well Benefit (optional)
- Six (6) weeks of Earned Time (first year!) *plus an additional six (6) agency holidays!*
- Bereavement Time off
- Employee Assistance Plan
- Mileage Reimbursement
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program

Core Components of the Position

- Participate in weekly group supervisions with the adult and/or children 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 and assist with making appointments for follow up as needed
- Monitor labs, x-rays, which may be needed because of a client's diagnosis and advocate with PCP if they have not happened
- Liaison between PCP & BHH

Qualifications:

- Must be qualified as a 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”) is preferred.
- 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.
- 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.

Resumes will be accepted until position is filled.

Position– 966 Salary–L NON EEO – 2 FT Ext & Int-5-11-22

WAREHOUSE ASSISTANT

Threads of Hope – Presque Isle

Catholic Charities Maine [Threads of Hope](#) in Presque Isle has a Full-Time opening for a Warehouse Assistant. The Warehouse Assistant is responsible for all the incoming items for the thrift store including arranging for and picking up donations with various size trucks. This position is responsible for greeting people who drop off items and helping customers to load items on to trailers, pickups, trailer trucks or other vehicles as required. Loading and unloading pallets of goods, furniture and large appliances is required. He/She will be expected to use a pallet jack, hand truck, furniture dollies and a forklift on a regular basis. He/She will be responsible for cleanliness of the warehouse and receiving area. He/She will relieve the store cashier as needed and will supervise volunteer helpers. General paperwork duties are also required.

Benefits include:

- 5 weeks of Earned Time (first year!) in addition to 6 paid holidays
- Medical, Dental Vision Insurance
- Accident & Critical Illness Insurance with a “Be-Well” benefit (optional)
- *Employer-paid* Short- and Long-Term Disability and Basic Life Insurance
- 401k agency contribution after 1 year employment
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- Employee Assistance Plan
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- ADP LifeMart Employee Discount program
- A great team of coworkers!

Qualifications:

- A minimum of a High School Diploma or equivalent
- previous work experience sufficient to indicate an ability to successfully undertake this position.
- CDL License with clean driving record
- Must be 21 years of age to qualify for CCC liability insurance to drive the truck.
- Forklift experience preferred

Physical requirements include:

- Must be able to lift 80 lbs. unaided using proper techniques.
- 90% of the day requires standing or walking on gravel, wood, and concrete floors.
- 10% is office work that can be accomplished either standing or sitting.

- Loading and unloading of warehouse materials off delivery trucks with or without auxiliary equipment is required.
- Must be able to enter and exit a medium size forklift.

Position Code—1041.TOH Salary Code—H5 Non-Exempt EEO - 7 FT Internal & External 5-24-22

STATEWIDE

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ASSISTANT DIRECTOR

Education Services for Blind and Visually Impaired Children

Catholic Charities Maine Education Services for Blind and Visually Impaired Children ([ESBVIC](#)) now has an opening for a Full-Time Assistant Director!

The Assistant Director is responsible to assist the program director in developing procedures for ESBVIC and the supervising of Teachers of Visually Impaired Children. In addition to supervision responsibilities, the Assistant Director may provide direct services, as warranted. The Assistant Director will follow the TVI schedule for the school year, plus work up to an additional 10 days during the summer or school vacations as needed. Eligible candidates must have a minimum of a Bachelors Degree with a specialty in Education of the Blind/Visually Impaired from an accredited and recognized university or college program. Shall have at least seven (7) years employment as a full time TVI. The assistant director of ESBVIC is a great opportunity for experienced TVI's to build supervisory and leadership skills! Home office location is negotiable.

Catholic Charities Maine offers an amazing benefit package for this position, including:

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

Position Code- 1081ES Salary Code-10.5 EEO-1B Exempt FT Advertise Internal & External 1-24-22

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
- Bethel/Dixfield
- Biddeford/Saco
- Boothbay Harbor
- Brownville/Milo
- Falmouth/Freeport/Yarmouth
- Gorham
- Kenduskeag/Levant
- Kittery
- Machias/Cherryfield
- Old Town/Orono
- Portland
- Rockland
- Scarborough
- Sedgwick
- Skowhegan/Madison
- South Portland
- Waterville/Winslow

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 5-24-22

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

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