



## Job Opportunities Catholic Charities Maine

### WEEK OF JULY 31<sup>st</sup>, 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](http://www.ccmaine.org).

You may submit your cover letter and resume (*indicating the position title*) via email ([hroffice@ccmaine.org](mailto:hroffice@ccmaine.org)), fax (207-523-2789), or mail to:

Human Resources Office, Catholic Charities Maine P.O. Box 10660, Portland, ME 04104.

Catholic Charities Maine is a United Way and 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, 40 hour per week, 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 \$19.00.

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:

- Associate degree in Accounting or Business Administration preferred but not required.
- Prior Accounts Payable experience preferred but not required.

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

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

## ACCOUNTS PAYABLE SPECIALIST – PART TIME

**Catholic Charities Maine Finance Office has a Part-Time (25 hours per week) 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.

Work schedule is Monday – Friday 8:00AM – 1:00PM.

Hourly rate for this position is \$20.00, plus 3% increase after successful completion of 6-month probation period.

### **Benefits include:**

- A generous Earned Time package in addition to up to six (6) agency holidays
- 401k agency contribution after 1,000 worked hours and 1 year employment
- 10% Employee discount on childcare at our Catholic Charities Child Development Centers (Portland and Biddeford)
- ADP LifeMart Employee Discount program

### **Qualifications:**

- Must have a minimum of a High School Diploma
- Prior Accounts Payable experience preferred but not required.
- 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—Part -Time Advertise Internal and External 7-11-22

## 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:**

- \$1,500 Recruitment & Retention Bonus: \$1,000 at start of hire & \$500 at successful completion of 6-month orientation.
- 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

## CACFP MONITOR

### Family Child Care

Catholic Charities Maine **Child & Adult Care Food Program (CACFP)** now has a **Part-Time** (28 hours per week) opportunity for a **Monitor**. The Monitor is the person who monitors a caseload of Providers who are enrolled in the Program's CACFP Sponsorship. CACFP provides reimbursement for healthy meals and snacks to children receiving childcare. It plays a vital role in improving the quality of childcare and making it more affordable for many low-income families.

This person is expected to continue his/her education specifically in the USDA Food Program. Travel is required. Eligible candidates shall have a high school diploma or equivalent experience in the field. This position would cover southern counties including York & Cumberland.

#### **Benefits Include:**

- A generous Earned Time package *plus* up to six (6) agency holidays
- 401k Agency Contribution after 1,000 worked hours & 1 year employment
- Mileage Reimbursement
- Bereavement Time off
- ADP LifeMart Employee Discount 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. This institution is an equal opportunity provider.*

Position Code—548 Salary Code—E Status—Full-Time NON Advertise Internal and External -7-18-22

## 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 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 (LCPC) 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

## COMMUNITY RESPONSE COORDINATOR

### Behavioral Health Network

**Catholic Charities Maine Behavioral Health Network in Portland, Maine has an opening for a Full-Time Community Response Coordinator to serve York & Cumberland Counties.**

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

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

#### Qualifications:

- Certified or provisional certification by the Department as a Mental Health Rehabilitation Technician/Community (MHRT/C)
- CADC or LADC preferred
- Two (2) years of relevant experience working with adults, specifically in a behavioral health case management capacity
- Shall possess a working knowledge of pertinent local community resources
- Experience working in immigrant and refugee communities preferred
- Must have the requisite computer skills necessary to function successfully in an electronic health record environment
- Must have own transportation & ability to travel

#### 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*
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!



- Mileage reimbursement
- Employee Assistance Plan
- Bereavement Time off
- ADP LifeMart Employee Discount program

Position Code- 1015BHN Salary Code- J Non Exempt EEO – 2 Post Internal & External 6-15-22

## 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

## **EMPLOYMENT CASE MANAGEMENT SPECIALIST**

### **Refugee & Immigration Services**

Catholic Charities Maine **Refugee & Immigration Services (RIS)** in **Portland** has a Full-Time opening for an **Employment Case Management Specialist**. The RIS Employment Case Management Specialist supports overall employment and resettlement goals for newly arrived clients who identify as granted asylees, refugees, Afghan/Ukrainian Parolees and other PRM & ORR eligible population. This positions is responsible for 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; support with preparation for Job interview, 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. This position will be responsible for job placements in Southern Maine regions.

### **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
- 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:**

- 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 two (2) years' experience in social work, job development, job placement, job counseling or any cross-cultural, employment and social services related field.
- Cross-cultural and data collection experience is preferred.
- Multilingual skills preferred (Arabic, Ukrainian, Pashto, Lingala, Dari, French, Kinyarwanda, Swahili, Portuguese, Kinyarwanda)

Position Code: 827RIS Salary Code-07 EEO-2 FT Exempt Int. & Ext.-7-26-22

## **FACILITIES MANAGER**

**Catholic Charities Maine Central Services, Portland** has a **Full-Time** opening for a **Facilities Manager**.

This person will manage and oversee all facilities to include all properties, facility projects and facility vendors/subcontractors. The Facilities Manager will participate in all negotiations for leased space, facilities related projects, sale/purchase of facilities/property, vendors/subcontractors and utility vendor/provider contracts. This position will be responsible for all of the agency related facilities, owned and leased and require travel to program offices throughout the state. This position will supervise all maintenance and custodial employees at any CCM programs. Good familiarity with using Word and Excel needed. Ability to travel thru out State of Maine. Annual salary range for this position is \$45,000 to \$50,000.

### **Benefits Include:**

- 6 weeks Earned Time (first year!) in addition to 6 paid holidays
- Medical, Dental, Vision Insurance
- Accident & Critical Illness Insurance with a paid "Be-Well" benefit (optional)
- *Employer-paid* Short- and Long-Term Disability, Basic Life Insurance
- 401k agency contribution after 1 year employment
- Mileage Reimbursement
- 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:**

- Eligible candidates shall have a minimum of an Associates degree.
- Minimum of five (5) years in a facilities supervisory position, managing and coordinating facilities related projects, maintenance, buildings and properties in a wide geographic area, both owned and leased.
- Demonstrated success in the negation of facility/office leases, purchase/sale contracts, utility (oil/gas/propane/kerosene/electricity/etc...) contracts and overseeing property vendors/subcontractors is required.

- Working knowledge related to projects in the areas of carpentry, electrical, plumbing, finish work, painting, landscaping, pavement/parking areas, masonry, HVAC, etc....both interior and exterior is required.
- The ability to multitask and prioritize a number of facility projects is required.

**Physical Requirements:**

- Must be able to lift , push and pull up to 50 lbs. Unaided using proper techniques.
- Requires standing or walking on gravel, wood, and concrete
- Climbing stairs, going into basements, or crawl spaces.
- Office work that can be accomplished either standing or sitting
- Must be able to enter and exit vehicle.
- Working on and around heavy equipment.

Position Code--050 Salary Code--07 EEOC- 1B Status—Full-Time Advertise—Internal and External 6-8-22

## FACILITIES MANAGER PART TIME

The Facilities Manager will manage and oversee all facilities to include all properties, facility projects and facility vendors/subcontractors. The Facilities Manager will participate in all negotiations for leased space, facilities related projects, sale/purchase of facilities/property, vendors/subcontractors and utility vendor/provider contracts. This position will be responsible for all of the agency related facilities, owned and leased and require travel to program offices throughout the state. This position will supervise all maintenance and custodial employees at any CCM programs.

Good familiarity with using Word and Excel needed. Ability to travel thru out State of Maine.

The Facilities Manager will have a minimum of an Associates degree.

The Facilities Manager will have a minimum of five (5) years in a facilities supervisory position, managing and coordinating facilities related projects, maintenance, buildings and properties in a wide geographic area, both owned and leased. Demonstrated success in the negation of facility/office leases, purchase/sale contracts, utility (oil/gas/propane/kerosene/electricity/etc...) contracts and overseeing property vendors/subcontractors is required. Working knowledge related to projects in the areas of carpentry, electrical, plumbing, finish work, painting, landscaping, pavement/parking areas, masonry, HVAC, etc....both interior and exterior is required. The ability to multitask and prioritize a number of facility projects is required.

**Qualifications:**

- Eligible candidates shall have a minimum of an Associates degree.
- Minimum of five (5) years in a facilities supervisory position, managing and coordinating facilities related projects, maintenance, buildings and properties in a wide geographic area, both owned and leased.
- Demonstrated success in the negation of facility/office leases, purchase/sale contracts, utility (oil/gas/propane/kerosene/electricity/etc...) contracts and overseeing property vendors/subcontractors is required.
- Working knowledge related to projects in the areas of carpentry, electrical, plumbing, finish work, painting, landscaping, pavement/parking areas, masonry, HVAC, etc....both interior and exterior is required.
- The ability to multitask and prioritize a number of facility projects is required.

**Physical Requirements:**

- Must be able to lift, push and pull up to 50 lbs. Unaided using proper techniques.
- Requires standing or walking on gravel, wood, and concrete
- Climbing stairs, going into basements, or crawl spaces.
- Office work that can be accomplished either standing or sitting
- Must be able to enter and exit vehicle.
- Working on and around heavy equipment.

Position Code--050 Salary Code--07 EEOC- 1B Status—Full-Time Advertise—Internal and External 6-8-22

## 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

## NURSE CARE MANAGER

### Behavioral Health Network

**Do you possess strong organizational, resourcing and communication skills? Are you seeking an opportunity to contribute in a way that makes a difference? Join Catholic Charities of Maine, in our pursuit to provide help and create hope in Maine. Catholic Charities Maine Behavioral Health Network in Portland, Maine has an opening for a Full-Time Nurse Care Manager.**

The Nurse Care Manager functions as a core member of a collaborative care team that includes a Clinical Team Leader, Clinicians, a Behavioral Health Home Coordinator, Psychiatric Nurse Practitioner, Peer Support Specialist, healthcare consultants and primary care partners. The Nurse Care Manager shall provide primary care consultation, psychiatric care consultation, and work with the Behavioral Health Network Programs to include (though not limited

to) Counseling Services, Opioid Health Homes, Behavioral Health Home, Medication Assisted Treatment and Medication Management Services.

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

- **\$6,000 Recruitment & retention bonus: \$2,000 at time of hire; \$2,000 at 6-months with satisfactory job performance; \$2,000 at 1-year with satisfactory job standing.**
- Five (5) weeks of Earned Time (first year!) plus an additional six (6) agency holidays!
- 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)
- 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:**

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

Position Code- 9660SR Salary Code- L Non Exempt EEO – 2 Post Internal & External 6-24-22

## OFFICE MANAGER

### St. Louis Child Development Center

St Louis Child Development Center in Biddeford has a full-time opening for an Office Manager. The Office Manager is the person responsible for the office functions of the center, including, but not limited to customer service, accounts receivable, accounts payable, client files (paper & electronic), and collaborating with departments at Central Services.

Benefits include:

- 5 weeks of Earned Time (first year!) in addition to 6 paid holidays
- 50% discounted child care rates for employee’s children (exclusive to Private Pay)
- 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
- 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 Associates Degree or equivalent experience and/or training.

- A minimum of two (2) years' experience in a responsible position sufficient to indicate the ability to carry out the responsibilities of this position, as well as experience that will supplement that of the Director.
- Strong computer skills are a must.

Position Code-359 Salary Code- G Status- Full time EEO -5 Non Advertise Internal & External 6-23-22

## 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

## OUTREACH CARE CORDINATOR

### BEHAVIORAL HEALTH NETWORK -- Recruitment/Retention Bonus!

Do you possess strong organizational, resourcing and communication skills? Are you seeking an opportunity to contribute in a way that makes a difference? Join Catholic Charities of Maine, in our pursuit to provide help and create hope in Maine.

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

The Outreach Care Coordinator shall be a trained, supervised professional who will work as an integral part of the Behavioral Health Network Team to coordinate and monitor the delivery of effective, integrated behavioral and physical health services to qualifying Behavioral Health Home (BHH) members. She/he will coordinate and manage the overall integration of the member's behavioral and physical health services, in the context of their natural supports and community resources, in order to assist them in achieving their optimal health/wellness goals.

Eligible candidates shall be an individual who is certified or provisionally certified by the Department as a **Mental Health Rehabilitation Technician/Community (MHRT/C)**. Additional Crisis Service Provider (CSP) training



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

Benefits include:

- **\$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.
- 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
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- Mileage reimbursement
- Employee Assistance Plan
- Bereavement Time off
- ADP LifeMart Employee Discount program

Position Code – 506.BHN Salary Code – I EEO – 2 NON FT Advertise: Int & Ext 6-17-22

## 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 \$47,000 - \$52,000.

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

## SCHEDULER

### Language Partners

Catholic Charities Maine Language Partners program in Portland has a Full-Time opening for a scheduler. The Language Partners Scheduler is the person responsible for scheduling and recording interpreter assignments. Eligible candidates shall have a minimum of a high school education. Must have six (6) months of clerical or other comparable experience. Computer proficiency is required. Cross-cultural experience is highly preferred. Phone sales or phone service experience is preferred.

**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

Position Code: 719A.RIS Salary Code: G Non Exempt EEO-5 Full-Time Advertise Int & Ext 7-22-22

## SERVICES TO OLDER REFUGEES (SOR) MANAGER

### Refugee & Immigration Services

**Catholic Charities Maine Refugee & Immigration Services in Portland has a Full-Time opening for a Services to Older Refugees (SOR) Manager.**

**Definition:** The SOR Manager provides case management to help older refugees and asylees (age 60+) adjust to life in the US by overcoming barriers (culture, language, social isolation and loss of networks). The goal of the SOR program is to increase older refugees' self-esteem, reduce their experience of isolation, and improve daily functioning and help them progress on the path toward US citizenship. The Senior Companion for Older Refugees volunteer matching program and the development of group socialization programming (a nationally recognized best practice) are two major components of SOR. SOR Program Manager will work closely with community partners to improve access to mainstream aging services and ethnic community-based organizations to provide culturally and linguistically appropriate services to older refugees and improve capacity of providers to serve this population. They provide case management to help older refugees access services (i.e.: health care, subsidized housing, transportation, state and local benefits, and in-home care), and refer older refugees to RIS Immigration Legal Services (ILS) for immigration legal help.

#### **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*
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- Mileage reimbursement
- Employee Assistance Plan
- Bereavement Time off
- ADP LifeMart Employee Discount program

#### **Qualifications:**

- Bachelor's degree or equivalent educational level. BSW preferred.
- Experience/interest in working with elders from difference cultural backgrounds
- Strong listening skills and a nonjudgmental, respectful, and patient approach
- Ability to build programming across agencies and with community and volunteer support
- Strong computer and writing skills
- Language skills a plus but not required

Position Code—1006.RIS Salary Code—08 EEO - 2 Exempt FT Int/Ext. 6-12-22

## TANF WF PROJECT COORDINATION SPECIALIST

### Office of Maine Refugee Services

The **Office of Maine Refugee Services (OMRS)** at Catholic Charities Maine is currently seeking a **Full-Time TANF WF Project Coordination Specialist**.

The Office of Refugee Resettlement (ORR) within the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) announces the Wilson-Fish (WF) Temporary Assistance for Needy Families (TANF) Coordination (WF TC) program. This new initiative provides funds for the development and implementation of innovative approaches throughout a state to facilitate access by refugee families with children under the age of 18 to relevant, customized, and culturally and linguistically appropriate integrated services and resources that harness refugees' specific strengths and address the challenges they face post-resettlement.

The **WF TANF Project Coordination Specialist** is the person responsible for foundational case management, cultural brokerage services, vocational counseling, job development, resource referrals, and employment placements for TANF enrolled refugee and asylee clients. This position will require a flexible working schedule, of approximately 40 hours per week, requiring some availability in the evenings and weekends to accommodate clients' schedules. Position will be based out of Lewiston. Annual salary range is \$38,500 - \$41,500.

#### Qualifications Include:

- A Bachelor's degree in one of the social sciences or a related field. Three (3) years of experience may be substituted for a degree.
- Shall have a minimum of two (2) years of experience in case management, job counseling, or work in an employment services related field.
- Experience in data collection, file maintenance, and reporting is desirable.
- Cross-cultural experience is preferred.
- Multilingual skills in Pashto/Dari preferred.
- Must have flexibility, initiative, dependability, interpersonal and communication skills, be well organized, and have the ability to work with individuals from diverse cultural backgrounds.

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

- 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

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 - 1040 Salary-J FT NON EEO-2 Int. & Ext. 6-1-2022

## 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

### 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

## MEDICAL SCREENING MANAGER

### Refugee & Immigration Services

Catholic Charities Maine **Refugee & Immigration Services (RIS)** has a **Full-Time** opening for a **Medical Screening Manager** to serve **the Northern/Central Regions of Maine (Bangor, Augusta, Lewiston)**. This position will oversee all staff involved in the Domestic Refugee Medical Screening process. They will additionally be a liaison between the State Refugee Health Coordinator and the Refugee and Immigration Services (RIS) Medical Screening Team. The manager is responsible for the recruitment, hiring, supervision and training of staff to the Medical Screening team in geographies as geographic regions as assigned. RIS Medical Screening Manager is expected to ensure service delivery to all PRM and ORR eligible populations such as refugees, asylum granted, Ukrainian/Afghan Humanitarian Paroles, Cuban and Haitian Entrants etc.

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.

#### Benefits:

- 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
- 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:

- 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, Kirundi, Portuguese, Ukrainian) and experience working in multicultural settings is desirable.
- Knowledge of health care systems and local community health resources is also preferred.
- Experience in training or education desirable.

Position Code: 1073.RIS Salary Code-08 EEO-1B FT Exempt Int. & Ext.-7-29-22

## 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

## STERILIZATION TECHNICIAN

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center (JADOC)** in **Bath** has an opening for a Full or Part-Time Sterilization Technician.

**Definition:** To oversee all dental equipment Sterilization, following JADOC established infection control practices (in compliance with Occupational Safety and Health Administration (OSHA)). The Sterilization Technician will follow standards and physically perform the sterilization of equipment. This position may be filled on a temporary basis by a summer hire. It also offers the opportunity to advance into a dental assistant position (with additional on-the-job training).

**Benefits:**

- A generous Earned Time package
- Up to six (6) paid holidays
- 401k agency contribution after 1,000 worked hours & 1 year employment
- ADP LifeMart Employee Discount program
- Bereavement Time off
- A great team of co-workers!

**Full Time Staff also earn the following:**

- Medical, Dental, and Vision Insurance
- Short and long-term disability, life insurance (employer paid!)
- Accident & Critical Illness Insurance with paid “Be-Well” Benefit (optional)
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!

**Qualifications:** High School and be willing to take the Dental Assistant National Board Course on OSHA Standards. No Dental Background needed. All paid on-the-job training to be provided. Must be an organized, energetic, team player and motivated in the Dental Field.

***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.***

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

Position Code—810 Salary Code—H Status—PT or FT External & Internal 6-17-22

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## NORTHERN MAINE

### CASE MANAGEMENT SPECIALIST

#### Refugee & Immigration Services, Bangor

**Catholic Charities Maine Refugee & Immigration Services in Bangor has a Full-Time opening for a Case Management Specialist.**

**Definition:** The Case Management Specialist is responsible for the provision of primary refugee resettlement case management services and refugee medical screening for all eligible clients in the Bangor area. This position will report directly to the Bangor site manager and be based in Bangor. They will additionally be the liaison between the State Refugee Health Coordinator and the Bangor refugee program.

The position provides case management to newly arrived refugees including locating housing, connecting to local social services, enrollment in adult education and public schools and support with ensuring food, clothing, and household goods.

This position receives all overseas medical records for primary refugee arrivals in Bangor and coordinates any immediate medical resources required for new refugee clients. The Case Management Specialist is the main point of contact for all contracted clinic and hospital facilities in Greater Bangor, 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.

Training for this position starts mid-late July 2022.

#### **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:**

- A Bachelor's degree in a health or social service-related field or equivalent experience. Education and experience in all countries considered.
- Management experience is preferred.
- Three (3) years of work experience in a social services or health related services is preferred. Multilingual skills (Arabic, Kinyarwanda, French, Swahili, Somali) and experience working in multicultural settings is desirable.
- Knowledge of health care systems and local community health resources is also preferred.
- Experience in training or education desirable.

Position Code—1113.RIS Salary Code—07 EEO – 2 Exempt FT Int/Ext. 6-28-22



## 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

## FAMILY SUPPORT WORKER

### Children’s Behavioral Health

**Catholic Charities Maine Children’s Behavioral Health Services** has an **On-Call** opening for a **Family Support Workers** in Brewer. The Family Support Worker is a member of the BHH team of professionals who provides treatment and support to children with serious emotional disturbance. As a member of the team, this person assists service recipients to access peer support services, peer advocacy groups, and other peer run or peer centered services. The work is done in the office, client and family homes, and the community, and will involve travel and meetings throughout the assigned region.

#### Qualifications:

- ***To be considered for this position, it is required for the Family Support Worker to be an individual who has a child who is receiving or has received services and supports related to the diagnosis of a mental illness, and who is willing to self-identify on this basis with BHH members. Please include this information in your cover letter***
- The Family Support Worker shall receive provisional certification by completing the Core training within the first nine months of hire and pursue full certification of the Maine Office of Child & Family Services curriculum for CIPSS which must be received and maintained.
- Shall have knowledge of and ability to learn positive youth development, wraparound principles, strengths-based practice and cultural competence.
- Shall possess sensitivity toward others, enjoy working with children and families in their home environment, have a strong work ethic, possess an ability to work effectively with an interdisciplinary team, have a desire to advocate, be dependable, possess limit setting skills, be consistent, have an ability and eagerness to work with people in a variety of lifestyles, be flexible, exhibit sound judgment, be creative, and establish and maintain appropriate boundaries between peer staff, professional staff, and the child and family served.
- The Family Support Worker shall have good interpersonal and communication skills including working cooperatively and decisively with individuals and groups, and an understanding of, and belief in, working in teams.

*Position will remain open until filled.*

Position – 967.BHH Salary Code – G NON Status–OC EEO – 9 Advertise-Internal & External –7-19-22

## MEDICAL SCREENING MANAGER

### Refugee & Immigration Services

Catholic Charities Maine **Refugee & Immigration Services (RIS)** has a **Full-Time** opening for a **Medical Screening Manager** to serve **the Northern/Central Regions of Maine (Bangor, Augusta, Lewiston)**. This position will oversee all staff involved in the Domestic Refugee Medical Screening process. They will additionally be a liaison between the State Refugee Health Coordinator and the Refugee and Immigration Services (RIS) Medical Screening Team. The manager is responsible for the recruitment, hiring, supervision and training of staff to the Medical Screening team in geographies as geographic regions as assigned. RIS Medical Screening Manager is expected to ensure service delivery to all PRM and ORR eligible populations such as refugees, asylum granted, Ukrainian/Afghan Humanitarian Paroles, Cuban and Haitian Entrants etc.

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.

**Benefits:**

- 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
- 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:**

- 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, Kirundi, Portuguese, Ukrainian) and experience working in multicultural settings is desirable.
- Knowledge of health care systems and local community health resources is also preferred.
- Experience in training or education desirable.

Position Code: 1073.RIS Salary Code-08 EEO-1B FT Exempt Int. & Ext.-7-29-22

## SITE MANAGER

### Refugee & Immigration Services, Bangor

**Catholic Charities Maine Refugee & Immigration Services in Bangor has a Full-Time opening for a Site Manager.**

**Definition:** The Bangor RIS Site Manager is the person responsible for coordinating and supervising the case management, employment services and medical screening delivery to primary refugees, secondary migrants, and asylees in the Greater Bangor region. The Bangor RIS Site Manager is responsible for communication with federal partners, maintenance of file documentation and financial records, preparing for federal monitoring, day-to-day supervision of staff and office management. The Bangor RIS Site Manager will be the primary staff member responsible for employment services in the Greater Bangor area.

Training will begin mid July 2022.

**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:**

- A minimum of a Bachelor's degree or equivalent experience and/or training.
- At least two (2) years of experience in a supervision position sufficient to indicate the ability to carry out the responsibilities of this position.
- Experience working with multi-lingual/multicultural populations and managing a diverse team required.

Position Code—1114.RIS Salary Code—08 EEO – 1b Exempt FT Int/Ext. 6-28-22

## 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
  - From now until December 2022, homemakers will receive an *additional* \$6.75/hour on top of the \$15.00 hourly rate!

- 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:**

- Augusta
- Bangor/Brewer
- Bath/Brunswick
- Biddeford/Saco
- Boothbay Harbor
- Brownville/Milo
- Falmouth/Freeport/Yarmouth
- Gorham
- Kenduskeag/Levant
- Kittery
- Machias/Cherryfield
- Old Town/Orono
- Portland
- Rockland
- Rumford/Dixfield
- Scarborough
- Skowhegan/Madison
- Sedgwick
- 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 7-12-22

## 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](mailto: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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