



Job Opportunities Catholic Charities Maine

WEEK OF OCTOBER 9th, 2022

Click on a region to see postings by location:

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

Complete job and benefit information is available at www.ccmaine.org.

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

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

Catholic Charities Maine is a United Way and Affirmative Action/EOE/Minorities/Females/Veteran/Disabled Employer. Catholic Charities Maine participates in E-Verify. For more information on E-Verify, please go to: <https://www.ccmaine.org/employment>

SOUTHERN MAINE

ACCOUNTING SPECIALIST

Catholic Charities Maine Finance Department in Portland has a Full-Time, 40 hour per week, opening for an **Accounting Specialist**. The Accounting Specialist is responsible for accurate analysis, accounting processes, reconciliations, asset monitoring and report generation in the Finance area of Catholic Charities Maine Central Services. Additional responsibilities include:

- Identifying, analyzing, researching, and then recommending and implementing resolutions of all errors or concerns. Shall identify if an error is large or has risk and shall bring this to the attention of the Accounting Manager, with recommended solutions.
- Must meet all deadlines concerning general ledger reporting.

Benefits include:

- 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
- *Employer-paid* Short- & Long-Term Disability, Basic Life insurance
- Accident & Critical Illness Insurance with a paid "Be-Well" benefit (optional)
- 401k agency contribution after 1 year employment
- Employee Assistance Plan
- Wellness reimbursement – Up to \$100 per year on health & wellness purchases
- 10% Childcare discount at our two Child Development Centers (Portland and Biddeford). Private pay only
- ADP LifeMart Employee Discount program

Qualifications:

- Minimum of an Associates Degree with a major in Accounting or related field or equivalent.

- Minimum of three (3) years' experience in accounting analysis and functions is preferred.
- Proficiency with personal computer systems and Microsoft Office is required. Advanced Excel skills are preferred.
- Microsoft General Dynamics/Great Plains experience preferred, but not required.

Position Code—922 Salary Code—J Status—Full-time EEO- 5 Advertise Internal & External 9-26-22

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 paid "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-tasking.
- Excellent organizational skills.

Position Code-1025.BHN Salary Code-I Status- FT Int. & Ext. 9-27-22

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 (LCPCC) or a Licensed Master's Social Worker (LMSW) as defined by the licensing board(s) of the State of Maine.

Co-occurring expertise and either a Licensed Alcohol and Drug Counselor (LADC), a Certified Alcohol and Drug Counselor (CADC), or 270 hours of approved alcohol and drug education are preferred.

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

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

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

DRIVER/READER

Catholic Charities Maine **Education Services for Blind & Visually Impaired Children (ESBVIC)** has an opening in the greater Portland area for a **Driver/Reader**. This person provides transportation to staff persons who are visually impaired and assists with reading and other visual tasks for which the staff person requires visual assistance. This position follows a school year calendar, including all school vacations, holidays, etc. The hours vary depending on staff schedule although is usually between 15-25 hours per week. We offer competitive pay and mileage reimbursement.

Eligible candidates shall have a minimum of a high school diploma or GED, and the ability to read reports, letters, charts, and articles. Must be an experienced motor vehicle driver with a clean driving record and valid driver's license, maintain a safe and reliable vehicle, and show proof of vehicle insurance, current vehicle registration and current vehicle inspection. Smoking not allowed on site or at the workplace. *Resumes will be accepted until position is filled.*

Position Code—848 Salary Code—G Status—On-call NON Advertise Internal and External 9-30-22

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

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**. 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 Recruitment & Retention 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 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 paid 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

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:

- The Early Childhood Assistant Teacher shall have a minimum of a Child Development Associate (CDA) or equivalent. A 2-year degree is preferred.
- One (1) year of experience in the early childhood field
- Must be willing to maintain CPR and First Aide Certification

Position Code—917 Salary Code—G Status—FT NON EEO-9 External & Internal – 11-15-21

EARLY CHILDHOOD SUBSTITUTE

St. Elizabeth's Child Development Center

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

If the responsibility of instilling a lifelong love of learning excites you, then we encourage you to apply for our **On-Call Early Childhood Substitute position at St. Elizabeth's Child Development Center** in Portland.

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

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 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 paid 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

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

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

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

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 COORDINATOR

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

PROPERTY & FACILITIES MANAGER

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

The qualified person in this position will manage all agency-related facilities, owned and leased, and must be able to travel to Catholic Charities Maine program offices throughout the state. Responsibilities include:

- Managing facility vendors/subcontractors.
- Supervising all maintenance and custodial employees (as many as XX people).
- Participating in all negotiations and project management for leased space, repairs, renovations and upkeep projects
- Selling and purchasing facilities and property,
- Hiring vendors, subcontractors, and managing utility vendor/provider contracts.

We seek a professional with a minimum of an associate's degree, five (5) years of related work experience, and knowledge of carpentry, electrical, plumbing, finish work, painting, landscaping, plowing, masonry, etc.

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

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

RECEPTIONIST

Catholic Charities Maine **Central Services** has an **on-call** opening in **Portland** for a Receptionist at the Front Desk to work occasional Fridays 8:00AM - 4:30PM & Monday - Thursdays when needed. The Receptionist is the person who provides a professional manner at the Front Desk, for all calls and visitors coming into Central Services. Shall

provide administrative assistance in their primary role to Central Services: PSM, Human Resources, Development, Finance, Executive Team, CEO, and Volunteer Services. This position processes the daily mail and creates the daily check log. Must exhibit a welcoming, joyful & cheerful disposition to all callers, visitors, and staff. Hourly pay range is between \$13 - \$18 based on experience.

Qualifications: Shall have at least two (2) years experience in a responsible position sufficient to indicate the ability to carry out the responsibilities of this position, as well as the expertise to handle confidential and sensitive information. Excellent skills in Microsoft Word and Excel are required and must be comfortable with other computer software systems and a strong focus on data entry. Shall have demonstrated competency in customer service or have strong customer service skills; (2) demonstrated competency with detail work requiring accuracy and excellent computer skills; & (3) ability to multi-task and shift back and forth between varying tasks. *Resumes will be accepted until position is filled.*

Position Code-418 Salary Code-H5 EEO-5 NON Status- On-Call Advertise Int & Ext 8-19-22

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

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

STATE REFUGEE HEALTH COORDINATOR

Office of Maine Refugee Services

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

Definition: The State Refugee Health Coordinator (SRHC) provides health expertise and complements the responsibilities of the State Refugee Coordinator (SRC). The SRHC ensures a holistic approach to refugee health services, including oversight of four core areas:

- First, the SRHC provides updated and inclusive information to resettlement agencies (RA's) and medical providers for initial medical screening, labs, and consultations.
- Second, the SRHC facilitates ongoing health care for new arrivals through healthcare orientations, workshops, and educational materials, as well as by working with medical providers to set up PCP's, maternal care, pediatricians, etc. for all ORR-eligible populations.
- Third, the SRHC works with RA's to provide health education through presentations, pamphlets, and consultations. This also includes the growing implementation of mental health care for any ORR-eligible arrival who tests positive for trauma or other mental health conditions.
- Finally, the SRHC builds partnerships and outreach throughout the medical community across the state to provide equitable and accessible health care for all refugees.

The role will require regular on-site work at the OMRS office in Portland.

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 master's degree in health policy or a public health related field such as epidemiology, health education; or a master's degree in social work with health care concentration; or a master's degree in public administration with a health care concentration.
- Minimum 5 years progressive work experience managing a public health program preferred.
- Minimum 5 years of experience in program monitoring, evaluation and grants management required; federal grant management experience highly desirable.
- Budget management experience preferred.
- Solid organizational skills with ability to multi-task, set priorities, effectively manage time and meet deadlines.
- Ability to be flexible and work well under pressure in a fast-paced team environment.
- Proven ability to negotiate and work with stakeholders; experience with organizational capacity strengthening and partnership building.
- Ability to travel frequently to different areas of Maine where refugees are resettled and participate in conferences, trainings and/or meetings; must have own transportation.

- Strong computer skills, including Microsoft Office Suite, cloud-based applications, and databases.

Position Code – 292OMRS Salary-09 FT Exempt EEO-1B Int & Ext 8-9-22

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

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 Auburn office!**

Position includes:

- Becoming an integral team member providing BHH services to children and families throughout the area, other team members include a nurse, psychiatrist, family support worker & clinical team leader
- Statewide trainings to assist with integration of physical health & mental health care
- Weekly clinical group supervision with the BHH child & adolescent psychiatrist
- Bi-weekly individual clinical & administrative supervision
- Electronic health record with remote access- work from home, office or community!
- Active collaboration with community providers in mental health, physical health and other settings to include other social service agency program staff, primary care, medical specialists, schools & work with JCCO's or DHHS as necessary
- Flexible schedule- you make your own!

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

Education & Experience Requirements:

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

Position Code: 985.BHHC Salary Code – 05 FT NON EEO – 2 Internal & External 9-13-22

DENTAL ASSISTANT - Retention & Recruitment Bonus!

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

JADOC currently has an opening for a **Full-Time Dental Assistant**. The ideal candidate must enjoy working with children and adults in a fast-paced environment and have good people, organizational, computer, and lab skills. Must be a team player. Eligible candidates must have a high school diploma. Preference will be given to candidates with a Maine certification in Radiography, as well as a National Certification as a Dental Assistant (CDA). Experience in a dental office is preferred but not required. Experience with Dentrrix a plus. *We will be willing to train the right candidate!*

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

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

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

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

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

DENTAL HYGIENIST - Recruitment & Retention Bonus!

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

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Full-Time** opening for a **Dental Hygienist**. The Dental Hygienist is responsible for direct patient care and preventive dental education under the general supervision of the dentist.

We offer an excellent benefits package, including:

- **\$3,500 Recruitment & Retention Bonus**
- Annual Continuing Education Allowance
- Maine State RDH license fee reimbursement

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

Qualifications for this position include:

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

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

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

DENTAL HYGIENIST - Recruitment & Retention Bonus!

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

Catholic Charities Maine **Jessie Albert Dental and Orthodontic Center** in **Bath** has a **Part-Time** opening for a **Dental Hygienist**. The Dental Hygienist is responsible for direct patient care and preventive dental education under the general supervision of the dentist.

We offer an excellent benefits package, including:

- **Recruitment & Retention Bonus**
- Annual Continuing Education Allowance
- Maine State RDH license fee reimbursement
- A generous Earned Time package + up to six (6) agency holidays!
- Dental care stipend
- Bereavement Time off
- 401k agency contribution after 1,000 works hours & 1 year employment
- ADP LifeMart Employee Discount program

Qualifications for this position include:

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

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

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

FAMILY SUPPORT WORKER

Children's Behavioral Health

Catholic Charities Maine Children's Behavioral Health Services has an **On-Call** opening for a **Family Support Worker** in Auburn. 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 Internal & External –8-31-22

MILIEU ASSISTANT

Does making a difference matter to you? Catholic Charities Maine, a Mission-driven organization, has been providing Help and Hope to individuals in need for over 50 years, and we are growing! Come join a unique team of dedicated professionals who are committed to serving those facing addiction and mental health challenges.

Catholic Charities' St. Francis Recovery Center in **Auburn** is currently seeking a full-time **Milieu Assistant** for our growing program. The Milieu Assistant is the professional person responsible for aspects of client clinical services, case management and milieu oversight.

Benefit Package Includes:

- \$3,000 sign-on bonus: \$1,000 paid at hire, \$1,000 paid after 90 days, and \$1,000 paid after 6 months of employment.
- Group and individual clinical supervision
- Training and experience providing evidence-based treatment
- 5 weeks of Earned Time (first year!) plus 6 paid holidays
- Bereavement Time off
- Employee Assistant Program
- 401k agency contribution after 1 year employment
- Electronic Health Record system
- Medical, Dental, Vision Insurance

- Short and long-term disability, life insurance (employer-paid!)
- Accident & Critical Illness Insurance
- ADP LifeMart Employee Discount program
- Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health & wellness purchases.

Eligible candidates shall hold a current credential for either a Medical Assistant, Certified Nursing Assistant or possess a Certified Residential Medication Aid certificate and be eligible to obtain Alcohol Drug Counselor Aid License. This position offers the right candidate an opportunity to work and grow with a highly motivated team in a fast-paced, client-centered, and increasingly integrated care environment. One year of experience working with adults in this or a similar setting is essential, as is a high level of proficiency in working in an electronic health record system.

If making a difference is your passion, Catholic Charities Maine is a great place to be! *Resumes will be accepted until position is filled.*

Position Code—1060.STF EEO— 2 NON FT Int. & Ext.- 10-5-22

ORTHODONTIST In Scenic Coastal Maine!

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

You will be responsible for diagnosis and treatment planning for the orthodontic patients in our center. You will have an experienced Director, a team of well-trained assistants, and front desk staff to handle all the paperwork, administration, and assist you in treating patients.

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

We offer an outstanding benefit package which includes:

- Competitive national salary with the benefit of a 4-day work week!
- 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 paid Be-Well Benefit (optional)
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- Robust time off and paid holidays
- Malpractice insurance reimbursement
- DEA license reimbursement
- State license reimbursement
- Continuing Education allowance

An additional benefit of JADOC being located in Maine are the scholarship programs. Maine has two student loan repayment assistant programs – Alford Leaders & Opportunity Maine. Interested candidates may be eligible to apply. This includes undergrad and graduate costs that could be up to \$60k+ toward student loans. More information can be found here:

<https://www.famemaine.com/education/topics/managing-student-loans/alford-leaders/>

<https://www.liveandworkinmaine.com/opportunity-maine/>

Qualifications:

- Shall have a minimum of a Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD).
- Must be a graduate of a certified orthodontic and dentofacial orthopedics program having earned either a certification or master's degree in Orthodontics & Dentofacial orthopedics.
- Shall be licensed to practice dentistry in the State of Maine.

Position Code—391 Salary Code—15 NON EEO- 2 Status—FT Advertise Internal and External

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

QUALITY MANAGEMENT COORDINATOR

Catholic Charities Maine in **Auburn** has a **Full-Time** position open for a **Quality Management Coordinator**.

The Quality Management Coordinator is a support member of the Quality & Compliance Department and has primary responsibility for coordination of new and established quality and compliance related processes, including but not limited to primary responsibility for internal record reviews for behavioral health network (BHN) programs and Independent Support Services (ISS) and ongoing maintenance of the Agency Performance Quality Improvement (PQI) system. The Quality Management Coordinator will also be the primary staff member serving as credentialing liaison for CCM's MaineCare provider and 3rd party insurance enrollment. This position has the potential to be hybrid (office/work from home) possibility - with supervisor approval.

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

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

Resumes will be accepted until position is filled.

Position Code: 067.CNT Salary Code: 07 Full-Time Exempt Advertise: External and Internal 9-8-22

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

RECOVERY SUPPORT STAFF

Catholic Charities Maine St. Francis Recovery Center in **Auburn** currently has a **Full-Time** opportunity 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. Various shifts options are available.

Benefits include:

- A Recruitment and retention bonus totaling \$1,500.
- 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
- Competitive pay with shift differentials

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. 8-4-22

SECOND COOK

Catholic Charities Maine St. Francis Recovery Center in Auburn has an exciting opportunity for a **Part-Time Second Cook**, with opportunity to become a full-time position by covering Residential Advisor shifts (can be discussed at interview).

This is a rewarding position that provides compassionate support for male clients with substance use disorders. This is a unique position for someone with experience in residential programs, special diets, scratch baking and running a kitchen, but also provides the opportunity to teach residents the basics of cooking. Current open position is primarily weekend hours.

Applicants shall have demonstrated initiative, sound judgment and dependability. Qualified applicants will have six months prior professional kitchen experience, and preferably have a high school diploma or equivalent.

This position includes:

- **\$1,000 sign-on bonus (\$500 paid after 90 days and \$500 paid after 180 days of employment).**
- A great team of coworkers
- A generous Earned Time package
- Bereavement Time off
- Up to 6 agency holidays
- 10% discount at CCM Child development centers (Portland & Biddeford, private pay only)
- 20% off at Threads of Hope Thrift stores

Position Code – 361 Salary Code - H EEO Code - 9 Status – PT Int. & Ext. 10-3-22

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

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 (within Maine) 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 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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