



## Job Opportunities Catholic Charities Maine

### WEEK OF FEBRUARY 5<sup>TH</sup>, 2023

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

### ACCOUNTANT

Catholic Charities Maine, a faith-based, non-profit organization that has been serving the poor and vulnerable populations of Maine since 1966 **now has a Full-Time opening for an Accountant.**

The accountant is the person who assists in the accounting processes, reconciliations, asset monitoring and report generation in the Finance area of the Central Services of the Agency. This position requires working in an office setting with office equipment including a computer.

Annual salary range is \$48,000.00 - \$56,000.00.

#### Benefits include:

- Six (6) weeks Earned Time (first year!) + an additional six (6) paid 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 *paid* Be-Well Benefit (optional)
- 401k agency contribution after 1 year employment
- Wellness reimbursement - Up to \$100 per year on health and wellness purchases!
- Employee Assistance Plan
- Bereavement Time off
- ADP LifeMart Employee Discount program

#### Qualifications:

- Eligible candidates shall have a minimum of an associate degree with a major in Accounting, Business, or related field or equivalent.

- Shall have a minimum of two (2) years' experience in accounting functions.
- Proficiency with personal computer systems and Microsoft Excel is required.
- Proficiency with Microsoft Great Plains strongly preferred.

*Resumes will be accepted until position is filled.*

Position Code—1117CNT Salary Code—07 Status—Full-Time EEO – 2 Exempt Advertise Ext & Int

## ADMINISTRATIVE ASSISTANT II

### Behavioral Health Network

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

#### Benefits for include:

- Medical, Dental & Vision Insurance
- *Employer-paid* Short- & Long-Term Disability, Life Insurance
- Optional Accident & Critical Illness Insurance with a 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

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:

- 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

## CLINICAL COUNSELOR II

**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:**

- 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

## DIRECT CARE RESIDENT ADVISOR

### Asylum Seeker Hotel Project

**Catholic Charities Maine is now hiring for a Full-Time Direct Care Resident Advisor 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 Resident Advisor 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 Resident Advisor 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.
- Must have a valid driver's license. The Resident Advisor will be expected to transport clients on occasion in personal vehicle.
- 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. 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

## LEAD CASE MANAGER

### Asylum Seeker Hotel Project

**Catholic Charities Maine is now hiring for a Full-Time Lead 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:** An experienced Lead Case Manager with strong knowledge about Maine's benefits system is sought for an exciting short-term position at the Asylum Seeker Hotel Project (ASHP). The Lead Case Manager will directly supervise 2-3 case managers, as well as deliver some direct 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 Lead Case Manager will be an experienced supervisor, and trained, 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 Lead Case Manager works as part of a multilingual, multicultural team.

As part of the application process, please submit cover letter or writing sample. Annual salary range is \$52,000.

### 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:**

- Eligible candidates have a minimum of 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. (Portuguese, French, Swahili, and Lingala in particular).

Position Code—1115.RIS Salary Code—08 EEO-2 Exempt FT Int. & Ext. 11-9-22

## **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:**

- **Sign-On Bonus!**
- 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. For Medication Management & Opioid Health Home Services the Nurse Care Manager can hold a Licensed Practical Nurse credential.
- A minimum of four (4) years direct service experience working in a healthcare setting (or 2 years for LPN), with at least two (2) years of 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 11-1-22

## OPIOID HEALTH HOME CLINICIAN

Catholic Charities Maine **Behavioral Health Network** in **Portland** currently has a **Full-Time Clinician** opening in our **Opioid Health Home Program**.

The Clinician provides support to individuals with Opioid use Disorder who are enrolled in our Opioid Health Home Program. This position provides counseling related to Opioid Dependency, and provides individual and group counseling within our outpatient addiction and mental health services programs.

Eligible candidates must be a clinical professional with minimum certification as a Certified Alcohol and Drug Counselor (CADC) or, Licensed Alcohol or Drug Counselor (LADC) or a Licensed Clinical Professional Counselor (LCPC), or a Licensed Clinical Professional Counselor – Conditional (LCPC-C) or a Licensed Clinical Social Worker (LCSW), or a Licensed Master Social Worker – Conditional Clinical (LMSW-CC) as defined by the licensing board(s) of the State of Maine.

### **Benefits include:**

- 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

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:

- 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

## 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 MEDICAL SCREENING COORDINATOR

### Refugee & Immigration Services

**Catholic Charities Maine Refugee and Immigration Services** has a **full-time** opening for a **Medical Screening Coordinator**. The Medical Screening 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. Medical Screening Coordinators are responsible for the orientation of clients to the US Health Care system and any needed ongoing training on these services.

The Medical Screening Coordinator will serve all PRM and ORR eligible populations such as refugees, asylum granted, Ukrainian/Afghan Humanitarian Paroles, Cuban and Haitian Entrants etc.

**Qualifications:**

- 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 is also preferred.

**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 paid 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 Code: 288.RIS Salary Code: 06 Exempt FT EEO-2 Internal & External – 1-24-23

## REFUGEE MENTAL HEALTH CARE COORDINATOR

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

Catholic Charities Maine 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:**

- 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

## TEACHER OF VISUALLY IMPAIRED CHILDREN - Portland

The beautiful state of Maine has two (2) openings for a teacher of students with visual impairments. One position will be based out of Portland and the other will be out of the Brunswick/Wiscasset area.

**Benefits Include:**

- **\$2,000 Recruitment & Retention Bonus: \$1,000.00 at hire and an additional \$1,000.00 after a satisfactory performance rating after 2 years employment.**
- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance
- 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
- A Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health and wellness purchases!

TVI's in Maine are itinerant and follow a school year calendar. The TVI's provide direct and consultative services to children with or without additional disabilities birth through age 20 or completion of high school. Services include instruction and consultation in all areas of the expanded core curriculum.

We work in homes, daycares, public and private schools. Though we are very spread out, we have a very supportive community of TVI's in Maine, all who are employed by Catholic Charities Maine. Salary Based on experience and qualifications.

**Qualifications:**The successful candidate will hold a college degree (Bachelors or Masters) in teaching students with a visual impairment. Must meet state of Maine certification requirements. TVIs must be good strong communicators and willing to work as a team. They must be able to demonstrate strong braille skills or a willingness to develop those skills including UEB for technical. Knowledge of the implications of vision loss on education is essential.

Position Code—638 Salary Code—08 EEO-2 Exempt Status—FT Internal & External 11-13-2020

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## CENTRAL MAINE

### ASSESSOR - INDEPENDENT SUPPORT SERVICES (ISS) WORKER II

Catholic Charities Maine **Independent Support Services (ISS)** has a Full-Time (32 hours/week) opening for an **Independent Support Services Worker II (ISSW II) Assessor**.

The ISS program connects isolated seniors and physically disabled adults with a professionally supervised team of dedicated paraprofessionals who help with a variety of tasks, so they can remain independent in their home.

**Responsibilities:** The **ISSW II Assessor** assists the Area Supervisor to fulfill program and contract requirements which include, but are not limited to, completing initial client assessments, re-assessments, care plan development, waitlist and 6-Month contact calls both telephonically and in-home as well as working with homemakers, self-direct workers and staff with subcontracted agencies.

The ISSW II Assessor works with a variety of consumers, including older persons, adults with psychiatric, developmental, or physical disabilities, and clients of DHHS Adult Protective Services.

This position involves travel and is a 50/50 hybrid remote position – work from home as well as the office!

#### **Qualifications:**

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

#### **Benefits:**

- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance options
- Employer-paid Short- and Long-term disability, Life insurance
- 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
- 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

*Resumes will be accepted until position is filled.*

Position Code-866 Salary Code-H5 Status-FT EEO- 9 NON Internal & External – 1/27/23

### 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

## **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/alfond-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

## PROGRAM COORDINATOR

### SEARCH (Seek Elderly Alone, Renew Courage & Hope)

Catholic Charities Maine SEARCH (Seek Elderly Alone, Renew Courage & Hope) Program is seeking a new part-time 20 hour a week Program Coordinator for our Androscoggin County site. The mission of the SEARCH Program is to enable vulnerable seniors to remain independent and create a long-term support system to meet their needs. We recruit and train volunteers to provide support services and transportation assistance to help seniors remain independent in their own homes. The Program Coordinator is the person responsible for carrying out the day-to-day implementation of the program site.

We are looking for someone with knowledge of community organizations and resources that support the senior population in the areas that we are currently serving.

Experience in public speaking a plus. Experience and knowledge in working with Microsoft outlook, excel and word preferred.

There will be local travel in the program's serve areas.

Shall have a minimum of 2 years' experience in the Human Services or related field. Experience in working with volunteers or the elderly preferred.

Associate degree in Human Services/Social work or related field is a plus.

#### Benefits include:

- \$16.50/hour starting wage, and the option to work a 3 or 4-day work week!
- 5 weeks of Earned Time (first year!)
- Bereavement Time off
- 6 agency holidays
- 401k agency contribution
- Mileage reimbursement

If making a difference in the lives of seniors is your passion, Catholic Charities Maine is a great place to be!

Resumes will be accepted until position is filled.

Position Code—409 Salary Code—H EEO-2 NON Status—PT Advertise Internal and External 1-5-23— *Wendy Russell*

## 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

## TEACHER OF VISUALLY IMPAIRED CHILDREN - Brunswick

The beautiful state of Maine has two (2) openings for a teacher of students with visual impairments. One position will be based out of Portland and the other will be out of the Brunswick/Wiscasset area.

### Benefits Include:

- **\$2,000 Recruitment & Retention Bonus: \$1,000.00 at hire and an additional \$1,000.00 after a satisfactory performance rating after 2 years employment.**
- A choice of three (3) comprehensive medical plans
- Dental & Vision Insurance
- 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
- A Highly Incentivized Health and Wellness program including up to \$100 reimbursement per year on health and wellness purchases!

TVI's in Maine are itinerant and follow a school year calendar. The TVI's provide direct and consultative services to children with or without additional disabilities birth through age 20 or completion of high school. Services include instruction and consultation in all areas of the expanded core curriculum.

We work in homes, daycares, public and private schools. Though we are very spread out, we have a very supportive community of TVI's in Maine, all who are employed by Catholic Charities Maine. Salary Based on experience and qualifications.

**Qualifications:** The successful candidate will hold a college degree (Bachelors or Masters) in teaching students with a visual impairment. Must meet state of Maine certification requirements. TVIs must be good strong communicators and willing to work as a team. They must be able to demonstrate strong braille skills or a willingness to develop those skills including UEB for technical. Knowledge of the implications of vision loss on education is essential.

Position Code—638 Salary Code—08 EEO-2 Exempt Status—FT Internal & External 11-13-2020

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## NORTHERN 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 to cover Augusta and surrounding areas.**

#### 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:

- **\$1,500 Sign-On Bonus!**
- 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

## CERTIFIED INTENTIONAL PEER SUPPORT SPECIALIST

Catholic Charities Maine **Behavioral Home Health** has an **on-call** opening in **Augusta** for a Certified Intentional Peer Support Specialist. This person will be a member of the BHH team of professionals supporting people with severe and persistent mental illness. As a member of the team, this person coordinates and provides access to Peer Support Services, peer advocacy groups, and other peer-run or peer-centered services. Maintain updated information on area peer services and shall assist the member with identifying and developing natural support systems. CIPSS meet with clients in the office, clients' residences, and the community, and may involve travel and meetings throughout Central Maine. He/she will be an individual who is receiving or has received services and supports related to the diagnosis of a mental illness, is in recovery from that illness, and who is willing to self-identify on this basis with BHH members. Shall have completed or will need to complete the Maine Office of Substance Abuse and Mental Health Services curriculum for CIPSS and must receive and maintain that certification. *Resumes will be accepted until filled.*

Position Code—972 Salary Code—G NON EEO – 9 Status—OC Int & Ext 11-30-2020

## CLINICAL SUPERVISOR

Catholic Charities Maine **Adult Behavioral Health Network** in **Fairfield** has a **Full Time** opportunity for a **Clinical Supervisor**. The Behavioral Health Network (BHN) Clinical Supervisor is the professional person responsible for providing group and individual clinical supervision/training, documentation, and record review for BHN staff and/or



interns with the Behavioral Health Home and Community Integration programs. This person is part of a leadership team responsible for ensuring that services provided are high quality, clinically responsive and offer best practice. *Resumes will be accepted until position is filled.*

### Qualifications:

- A minimum of a master's degree and licensed as a LCSW, LMSW-cc, LCPC or LCPC-c
- A minimum of 3 years work experience with the severely mentally ill population
- Supervisory experience preferred

### Benefits Include:

- **\$5,000 Recruitment/Retention Bonus:** \$1,500.00 at time of hire, \$1,500.00 at successful completing of probation and \$2,000.00 after one year in good professional job standing
- 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)
- 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

*Resumes will be accepted until position is filled.*

Position Code—521. Salary Code—09 EEO-1B Exempt FT Int. & Ext. 12-28-22

## **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 Augusta. 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

## WAREHOUSE ASSISTANT

### Threads of Hope – Presque Isle

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

#### Benefits include:

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

#### Qualifications:

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

#### Physical requirements include:

- Must be able to lift 80 lbs. unaided using proper techniques.
- 90% of the day requires standing or walking on gravel, wood, and concrete floors.
- 10% is office work that can be accomplished either standing or sitting.
- Loading and unloading of warehouse materials off delivery trucks with or without auxiliary equipment is required.
- Must be able to enter and exit a medium size forklift.

Position Code—1041.TOH Salary Code—H5 Non-Exempt EEO - 7 FT Internal & External 1-6-23- Jill Hotham

**STATEWIDE**

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## 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 are available On-Call (14-16 hours per week), Part-Time or Full-Time, depending on the area served.

**Benefits include:**

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

**Positions currently available in:**

- Augusta
- Auburn/Lewiston
- Bangor
- Bath/Brunswick
- Boothbay & Boothbay Harbor
- Brewer
- Bucksport
- Camden/Rockland/Rockport
- Dover-Foxcroft
- Damariscotta
- Etna
- Fairfield
- Farmington
- Kittery
- Millinocket
- Portland
- Rumford
- Skowhegan
- Waterville
- Wiscasset

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 11-16-22

## 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.

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