

# CATHOLIC CHARITIES MAINE

## JOB OPPORTUNITIES

### EXTERNAL POSTING

#### WEEK OF JANUARY 15<sup>th</sup>, 2012

### *SUBSTITUTE TEACHERS*

Catholic Charities Maine **St. Louis Child Development Center** in **Biddeford** has **On-Call** opportunities for Substitute Teachers. This position includes providing child care and developmental therapy and contributing to program coordination as assigned within a defined child care unit (classroom). Shall have a minimum of an Associates' degree in Early Childhood Education, or a compatible course of study. Two (2) years experience in the early childhood field is preferred. *Resumes will be accepted until positions are filled.*

Position Code—335 Salary Code—F Status—On Call Advertise Internal and External

### *THERAPEUTIC FOSTER PARENTS*

#### *Immediate Need!!*

Catholic Charities Maine Therapeutic Foster Care Program has an immediate need for Foster Parents to provide care for children with special needs (emotional, behavioral, developmental, and learning disabilities) as therapeutic foster parents and as therapeutic respite care providers.

- Current or previously licensed parents are preferred, although new families are always welcome and will be guided through the process of becoming licensed.
- We provide a high quality program, using a supportive team approach. Training, supervision, and individualized support plans are provided and every foster family has their own CCM Foster Family Consultant who will meet with them weekly and whenever needed to provide support and assistance.
- Reimbursement rates are competitive and based on the needs of the child.

Serves communities within an 80 mile radius of Augusta. For more information, please feel free to visit our website at [www.ccmaine.org](http://www.ccmaine.org) or contact **Joanne O'Neal at (207) 453-4370 ext. 2211.**

### *INDEPENDENT SUPPORT SERVICES WORKER I*

Catholic Charities Maine **Independent Support Services** is seeking paraprofessionals throughout Maine to provide in-home services designed to assist individuals to remain independent in their homes. Work with a variety of clients, including elders, adults with psychiatric, development or physical disabilities and clients of DHHS Protective Services. Pay begins at **\$10.00 per hour. (Please note: although positions are listed as on-call, consistent employment schedules are anticipated).** Must have a high school diploma or a GED. The ability to print neatly and maintain work records is required. Preference will be given to those with experience serving elders and persons with disabilities, and practical experience in tasks of general housekeeping and home management. **We are seeking applicants in: Bangor, Orono, Old Town, Plymouth, Etna, Dexter, Newport and Corinna in Penobscot County. Bucksport in Hancock County. Machias, Cherryfield and Milbridge in Washington County. Rockland and surrounding communities in Knox County. Waldoboro and Wiscasset in Lincoln County. Searsport and Belfast in Waldo County. Rangeley in Franklin County. Georgetown in Sagadahoc County. Lewiston and Auburn in Androscoggin County. Bath in Sagadahoc County. Portland and Westbrook in Cumberland County. Biddeford, Saco and Old Orchard Beach in York County** Must have transportation, a clean driving record and a valid driver's license. *Resumes will be accepted until positions are filled.*

Position Code—865 Salary Code—G Status—On-call Advertise Internal and External.

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 an Equal Opportunity/Affirmative Action employer.

## ***VOLUNTEER OPPORTUNITIES***

### ***RIS-CASE AIDE VOLUNTEER***

Since 1975, Catholic Charities Maine Refugee & Immigration Services (RIS) has been the primary provider of resettlement services to refugees in Maine. Realizing that many of these clients arrive in Maine with few possessions, and often have suffered trauma and loss of family members, our staff works with them to access housing, English skills, jobs, and medical and mental health services that will allow them to begin a new life here and become part of the community in which they live.

#### **Responsibilities:**

The Case Aide Volunteer will help staff with a variety of direct service and administrative duties for new refugee arrivals. Activities will typically include: helping to secure and prepare housing prior to a refugee's arrival; meeting/greeting arrivals at the airport and assisting in their transportation to their accommodation; helping clients to access services at DHHS, assisting in the enrollment of adults in adult education classes and children in school; helping clients to register for Social Security; accessing medical appointments, and pursuing opportunities for employment. Case Aides will be active onsite at RIS offices, as well as at local service agencies and as needed at client homes. Additional research projects and activities in support of clients can be developed with interns according to their particular interests.

#### **Qualifications:**

- Maturity, initiative, sound judgment, dependability
- A valid current driver's license and a clean driving record
- Self motivated and able to take initiative and work independently
- Excellent interpersonal skills
- Experience and/or interest in working with diverse populations and a multicultural staff. Must be comfortable in dealing with staff and clients of all nationalities.
- College degree (or working toward degree) in International Relations, Sociology, Anthropology, or related field is preferred
- Solid computer skills – web, database, Microsoft Office, etc.

**Volunteer Schedule:** Schedule can be flexible but will likely be approximately 20 hours each week.

**Compensation:** This position is unpaid, but the Volunteer will gain valuable experience working in fast-paced, dynamic, and multicultural environment

**Location:** Catholic Charities Maine Refugee & Immigration Services, 250 Anderson Street, Portland

**Contact:** Hillary Weimont at [hweimont@ccmaine.org](mailto:hweimont@ccmaine.org)

### ***St. Louis Child Development Center – Naptime Monitor***

Volunteer To Be A Naptime Monitor! We need your love in working with children and your compassion to help out the St. Louis Child Development Center. St. Louis needs 5 volunteers to help in the classrooms from 12:00pm-2:00pm as a person who aides with naptime responsibilities: helping children fall asleep, keeping a quiet atmosphere and lending a hand to projects that are planned for the day (cutting/sorting/etc.). You will have the ability to pick the day/days that you would like to volunteer. We REALLY could use your help! Please call 282-3790 to find out more about this wonderful opportunity. Note: The St. Louis Child

Development Center is a program of Catholic Charities Maine. It provides the highest quality child care available. It is nationally accredited by the National Association for the Education of Young Children. It also is a proud participant in the Early Reading First curriculum.

### ***St. Francis Recovery Center - Volunteer Drivers***

Catholic Charities Maine **St. Francis Recovery Center** in **Auburn** is in need of volunteer drivers for our agency vans to transport the Extended Shelter clients to local AA meetings. We are seeking drivers between the hours of 6 and 8 p.m. on weekdays and 7 and 9 p.m. on weekends. [Please contact Janine Champagne, Program Manager, via email: jchampagne@ccmaine.org or by phone at 784-2901 Ext. 7884.](mailto:jchampagne@ccmaine.org)

### ***SEARCH Program***

***(Seek Elderly Alone, Renew Courage & Hope)***

SEARCH Program ([Seek Elderly Alone, Renew Courage & Hope](#)) has volunteer opportunities to assist elderly and disabled people in Androscoggin County. Our program offers a rewarding way to spend a few hours a week or month bringing joy to someone else. Our mission is to enable the frail, vulnerable elderly and those with disabilities to remain independent and connected to a caring community. Volunteers can help by providing transportation to assist with grocery shopping or other errands, checking in with the elder by making phone reassurance calls, or just visit with them and be a companion. If you are interested in volunteering for this rewarding and wonderful program [please contact Wendy Russell, Program Director, via email: wrussell@ccmaine.org or by phone at 784-0157.](mailto:wrussell@ccmaine.org)

### ***Child Care Volunteers***

Catholic Charities Maine owns and operates 2 nationally accredited child care centers: **[St. Joseph's in Auburn \(782-2711\)](#)** and **[St. Louis in Biddeford \(282-3790\)](#)**. We are seeking people who have special enrichment skills and talents that can be shared with young children. Can you provide painting or art activities? Can you teach yoga or creative dance? How can you enrich our children's lives with music or exercise? Can you bring your love of reading to the ears of our young children? We want people who can bring their creative passion to one of our centers. Please call the appropriate center above to see how you can utilize your talents with toddlers and preschoolers.

### ***Greater Bath Elder Outreach Network***

Volunteer opportunities to help the elderly in the Greater Bath and Brunswick area. The Greater Bath Elder Outreach Network strives to help elders remain in their homes by connecting volunteers and elders to work together. Volunteers may help with transportation to scheduled doctor appointments, assist with grocery shopping, play cards, take the elder for a drive, or just sit and enjoy each other's company. If you are interested in volunteering for this wonderful program, please contact **[Martha Cushing, Greater Bath Outreach Network Coordinator via email: mcushing@ccmaine.org or via phone: 837-8810.](mailto:mcushing@ccmaine.org)**