To Apply for a Position:
Please send your resume, cover letter & salary requirements:
By mail: Catholic Charities Human Resources Dept.,
90 Cherry Lane, Hicksville, NY 11801
By FAX: #516-733-7038 or
By email: jobs@CatholicCharities.cc
Include the full JOB TITLE for which you are applying in the cover letter, FAX cover sheet, or email subject line.
Visit the website at www.CatholicCharities.cc/careers for updates!

## Full & Part-Time Positions

<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications &amp; Development</td>
<td>Development Specialist</td>
<td>FT – 35 hrs./ wk.</td>
<td>Hicksville</td>
</tr>
<tr>
<td>Communications &amp; Development</td>
<td>Grant Writer</td>
<td>FT – 35 hrs./ wk.</td>
<td>Hicksville</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>Certified Recovery Peer Advocate</td>
<td>FT – 35 hrs./ wk.</td>
<td>Commack/ Hampton Bays</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>CDC I *</td>
<td>FT – 35 hrs./ wk.</td>
<td>Hampton Bays</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>Social Worker I *</td>
<td>FT – 35 hrs./ wk.</td>
<td>Hampton Bays</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>RN</td>
<td>FT – 40 hrs./ wk.</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>Shift Supervisor – Night*</td>
<td>FT – 37.5 hrs./ wk.</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Executive Office</td>
<td>Executive Assistant to the CEO</td>
<td>FT – 35 hrs./ wk.</td>
<td>Hicksville</td>
</tr>
<tr>
<td>Immigrant Services</td>
<td>Attorney (bilingual Spanish/ English)*</td>
<td>FT – 35 hrs./ wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Immigrant Services</td>
<td>Immigration Counselor</td>
<td>FT - 35 hrs./ wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Immigrant Services</td>
<td>Immigration Counselor Assistant</td>
<td>FT - 35 hrs./ wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Immigrant Services</td>
<td>Outreach Coordinator *</td>
<td>FT - 35 hrs./ wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>IT Billing</td>
<td>Billing &amp; Managed Care Coordinator</td>
<td>FT – 35 hrs./ wk.</td>
<td>Hicksville</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>Secretary</td>
<td>FT – 35 hrs./ wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Clinic Office Associate*</td>
<td>FT 35 hrs./ wk</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>MHS Siena Residence</td>
<td>Residence Counselor *</td>
<td>FT – 40 hrs./ wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Regina Maternity Services</td>
<td>Residence Counselor *</td>
<td>FT – 40 hrs./ wk (overnight).</td>
<td>Merrick</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Office Assistant*</td>
<td>FT – 35 hrs./ wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Staffing Coordinator</td>
<td>FT – 35 hrs./ wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Assistant Residential Manager*</td>
<td>FT – 40 hrs./wk.</td>
<td>Aquebogue</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Assistant Residential Manager*</td>
<td>FT – 40 hrs./wk.(2–10pm, Mon – Thurs; 9am – 5pm, Sun)</td>
<td>Manhasset</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Medical Care Counselor*</td>
<td>FT – 40 hrs./wk.(6am – 2pm, Mon - Fri)</td>
<td>Aquebogue</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Medical Care Counselor*</td>
<td>FT – 40 hrs./wk.(7am – 3pm, Mon - Fri)</td>
<td>Hampton Bays</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 30 hrs./ wk. (3pm – 9pm, Sun – Thurs)</td>
<td>Copiague</td>
</tr>
</tbody>
</table>
### Full & Part-Time Positions - continued

<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 32 hrs./wk.(3pm - 11pm, Fri; 8am-4pm, Sat &amp; Sun; 4pm – 12am, Mon)</td>
<td>Elmont</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>FT – 40 hrs./wk. (2 – 10pm, Tues – Fri; 3 – 11pm, Sat)</td>
<td>Huntington Stn.</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional*</td>
<td>PT – 30 hrs./wk. (11pm – 9am, Thurs – Sat)</td>
<td>Valley Stream</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>FT – 40 hrs./wk. (11pm – 9am, Wed – Sat)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>FT – 40 hrs./wk. (2 – 10pm, Mon – Thurs; 3-11pm Sun)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>FT – 40 hrs./wk. (2 – 10pm, Tues – Fri; 11am-3pm Sat)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 32 hrs./wk. (2 – 10pm, Fri; 3-11pm, Sat, Sun, Mon)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 30 hrs./wk. (11pm –9am, Sun – Tues)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 30 hrs./wk. (11pm –9am, Thurs - Sat)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Senior Case Management</td>
<td>Case Manager I</td>
<td>FT – 35 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>Senior Case Management</td>
<td>Secretary</td>
<td>FT – 35 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>WIC</td>
<td>Qualified Nutritionist *</td>
<td>FT – 35 hrs./wk.</td>
<td>Freeport</td>
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</tbody>
</table>

### Scheduled Hourly Positions

<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Dependence Services</td>
<td>CDC I*</td>
<td>19 hrs./wk.</td>
<td>Commack</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>NPP</td>
<td>4 hrs./wk. (5pm – 9pm, Mon, Tues, Wed OR Thurs.)</td>
<td>Hampton Bays</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>CDC I*</td>
<td>11.5 hrs./wk.</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>Nurse Practitioner (2)</td>
<td>4 hrs./wk.</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>RN</td>
<td>21 hrs./wk.</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Psychiatrist</td>
<td>Up to 27 hrs./wk.</td>
<td>Suffolk</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Secretary</td>
<td>14 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>MHS Project Veterans Independence</td>
<td>Housing Manager*</td>
<td>27 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>MHS Siena Residence</td>
<td>Residence Counselor *</td>
<td>19 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>12 hrs./wk. (9am – 3pm, Sat &amp; Sun)</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>25 hrs./wk. (3pm – 8pm, Mon – Fri)</td>
<td>Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>26 hrs./wk. (2pm – 10pm, Mon &amp; Fri; 9am – 2pm, Sat &amp; Sun)</td>
<td>Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>24 hrs./wk. (8am – 8pm, Sat - Sun)</td>
<td>Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>16 hrs./wk. (2pm – 10pm, Sat - Sun)</td>
<td>Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional*</td>
<td>20 hrs./wk. (3pm – 9pm, Fri &amp; Sat; 8am-4pm, Sun)</td>
<td>Copiague</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>15 hrs./wk (5am –8am, Mon – Fri)</td>
<td>Copiague</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>16 hrs./wk (11pm – 7am, Sat – Sun)</td>
<td>Elmont</td>
</tr>
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</table>
### Residential Services (OPWDD) - Direct Support Professional

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Hours/Week</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (6am – 2pm, Sat – Sun)</td>
<td>Elmont</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (8am – 4pm, Sat – Sun)</td>
<td>Elmont</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (8am – 4pm, Sat – Sun)</td>
<td>Elmont</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>18 hrs./wk. (9am – 9pm, Sat; 9am – 3pm, Sun)</td>
<td>Hampton Bays</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (3pm – 11pm, Fri – Sat)</td>
<td>Hampton Bays</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>15 hrs./wk. (6am – 9am, Mon – Fri)</td>
<td>Hampton Bays</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>15 hrs./wk. (5am – 8am; Mon - Fri)</td>
<td>Huntington Station</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>12 hrs./wk. (4pm – 8pm, Fri – Sun )</td>
<td>Huntington Station</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>24 hrs./wk. (3pm – 11pm, Sat - Mon )</td>
<td>Manhasset</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>20 hrs./wk. (7am – 3pm; Sat - Sun )</td>
<td>Southold</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>17 hrs./wk. (Friday &amp; Saturday – Flexible)</td>
<td>Valley Stream</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (3pm –11pm, Sat &amp; Sun.)</td>
<td>Valley Stream</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>15 hrs./wk. (8am – 3pm, Sat; 8am – 4pm, Sun)</td>
<td>West Babylon</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (7am – 3pm, Sat &amp; Sun)</td>
<td>West Babylon</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>15 hrs./wk. (6am – 9am, Mon – Fri)</td>
<td>West Babylon</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>16 hrs./wk. (9am – 5pm, Sat &amp; Sun)</td>
<td>West Babylon</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>12 hrs./wk. (9am – 3pm, Sat &amp; Sun)</td>
<td>West Babylon</td>
<td></td>
</tr>
<tr>
<td>Direct Support Professional</td>
<td>12 hrs./wk. (5pm – 11pm, Sat &amp; Sun)</td>
<td>West Babylon</td>
<td></td>
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</tbody>
</table>

### Senior Services

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Hours/Week</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>CDL Driver* (2)</td>
<td>7 to 12 hrs./wk.</td>
<td>Oceanside</td>
</tr>
<tr>
<td>CDL Driver* (2)</td>
<td>7 or 14 hrs./wk.</td>
<td>Wantagh</td>
</tr>
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</table>

### WIC

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Hours/Week</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Peer Counselor</td>
<td>10 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>Area</td>
<td>Position</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>Cook</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>CDC I *</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>LPN</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>NPP (Psychiatric Nurse Practitioner)</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>RN</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>Secretary</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>CDC II *(bi-lingual Spanish/ English pref’d)</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Immigrant Services</td>
<td>Driver*</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>Driver*</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>NPP (Psychiatric Nurse Practitioner)</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Regina Maternity Services</td>
<td>Residence Counselor*</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Maintenance Worker *</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Siena Residence</td>
<td>Residential Counselor*</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Senior Services</td>
<td>CDL Driver*</td>
<td>Hourly as needed</td>
</tr>
</tbody>
</table>

* Must have a valid NYS driver’s license
Some people work for fame; Others work for fortune; But a special few desire to make life better for their neighbors.

Experienced or non-experienced – all are welcome to apply for our Direct Support Professional position to care for developmentally disabled adults who reside in our East End group homes in Hampton Bays, Aquebogue & Southold, LI.

Starting salary: $13.75/hour with weekend differential.
Full-time, part-time, evening, weekend and flexible “On Call” opportunities are available.

Key activities include:
- Transport/safeguard residents on outings
- Coach residents in skills development & administer medications
- Provide person-centered care including personal care as needed

A HS diploma/GED and valid NYS Driver’s License are required.
Catholic Charities provides paid training, medical/dental benefits, retirement planning, educational assistance, and generous holiday and vacation time for working 28 hours or more per week.

TO APPLY: email your resume to jobs@catholiccharities.cc or call us at 516.733.7000

Visit www.catholiccharities.cc/careers to learn more about our job opportunities.

CATHOLIC CHARITIES OF LONG ISLAND (EOE):
Join us and do a world of good!

v.1.10.20
HEROES WANTED

DIRECT SUPPORT PROFESSIONALS
Residential Services Program for Adults with Developmental Disabilities
Located in West Babylon, LI

Pay rate at this location: $15.00/hour.
Full-time, part-time, evening, overnight, weekend and flexible “On Call” opportunities are available.

Key activities include:
- Provide person-centered care including personal care as needed
- Household maintenance including meal preparation
- Medication administration, recreation & transportation

A HS diploma, GED or TASC diploma & valid NYS Driver’s License are required. Senior care experience and/or vocational/academic education in health-related studies will be a strong plus.
Catholic Charities provides paid training, medical/dental benefits, retirement planning, educational assistance, and generous holiday and vacation time for work schedules of 28 hours or more per week.

TO APPLY: email your resume to jobs@catholiccharities.cc or fax to 516.733.7038.
Please reference “DSP-Beebe” in the subject line of your email.

Visit www.catholiccharities.cc/careers to learn more about our job opportunities.

CATHOLIC CHARITIES OF LONG ISLAND (EOE):
Join us and do a world of good!
Some people work for fame; Others work for fortune; But a special few desire to make life better for their neighbors.

Experienced or non-experienced – all are welcome to apply for our Direct Support Professional position to care for developmentally disabled adults who reside in our group homes in Huntington Station, Babylon, Copiague & Amityville in Suffolk County and Valley Stream, Elmont & Manhasset in Nassau County.

Starting salary: $13.00/hour with weekend differential.
Full-time, part-time, evening, weekend and flexible “On Call” opportunities are available.

Key activities include:
- Transport/safeguard residents on outings
- Coach residents in skills development & administer medications
- Provide person-centered care including personal care as needed

A HS diploma/GED and valid NYS Driver’s License are required.
Catholic Charities provides paid training, medical/dental benefits, retirement planning, educational assistance, and generous holiday and vacation time for working 28 hours or more per week.

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CATHOLIC CHARITIES OF LONG ISLAND (EOE):
Join us and do a world of good!
EMPLOYMENT OPPORTUNITY

Direct Support Professionals
in Group Homes for Developmentally Disabled Adults

Locations in Nassau (Elmont, Manhasset & Valley Stream);
Western Suffolk (Babylon, Copiague, Amityville & Huntington Station);
& East End, LI (Hampton Bays, Aquebogue, Southold)

Starting Salary: $13.00/hr. (+Weekend and East End shift differentials)

We are always looking for individuals to join the ministry of Catholic Charities and provide “Care With Dignity; Life With Hope”

Program Description:
Catholic Charities operates 13 community residences on LI where 106 residents with developmental disabilities are helped to achieve their highest level of functioning and to participate as fully as possible in the surrounding community.

Direct Support Professionals ensure safety and a homey environment where individuals are treated with dignity and respect. Staff members perform a key role in supporting & facilitating our residents’ opportunities for recreation, socialization, learning & development and access to community services & supports.

We are seeking DIRECT SUPPORT PROFESSIONALS to assist in caring for our adults with Developmental Disabilities in group home settings in Nassau, W. Suffolk & the East End. Typical staffing needs include:
- Part-time and On Call weekend days or evenings
- Part-time weekday evenings, including 1 weekend day or evening
- Full-time evenings
- Full and part-time overnight shifts

Our ideal candidate will possess:
- A “mission spirit”
- A desire to get to know the individual through assessment and discovery to provide “person-centered” care, and facilitate the individual’s personal growth & development.

Responsibilities Include:
- Providing all Direct Support Professional services (including dignified personal care and daily household/housekeeping functions);
- Coaching residents to set and achieve individual goals;
- Transporting and accompanying residents to medical appointments and for recreational activities in the Catholic Charities van for which training is provided;
- Administering daily medications (for which AMAP certification training is provided).

Basic Requirements Include:
- Experience (employment, volunteer or school) that demonstrates a sincere desire to help others grow and to work as part of a team;
- High School Diploma or GED; (documentation required)
- Clean, valid NYS Driver’s License

Prior experience working with Developmentally Disabled Adults is a plus.

Send resume and cover letter of interest to: jobs@CatholicCharities.cc or Fax no.: 516.733.7038.
Please include “DSP – DD” in the subject line of your email or fax.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers
Catholic Charities of Long Island -- An Equal Opportunity Employer  V.1.10.20
EMPLOYMENT OPPORTUNITY

DIRECT SUPPORT PROFESSIONALS – Siena Residence, Bay Shore, LI

Starting pay rate: $13.00/hr.  Full-time & Part-time (19 hrs./wk.) available

Do you have a passion for helping others achieve healing and a path to recovery from emotional illness? Do you possess a “mission spirit” with an upbeat approach to life? Do you have the desire to provide “person-centered” care that recognizes individual differences?

We are seeking talented, caring DIRECT SUPPORT PROFESSIONALS to care for our adults with serious mental health diagnoses who live in our group home located in Bay Shore, LI. Our ideal candidates will want to use their skills, experience and compassion to restore quality of life to our clients and help them acquire the tools needed for independent living.

Key activities:
- Providing all Direct Support Professional services (including dignified personal care and daily household/housekeeping functions);
- Coaching residents to set and achieve individual goals;
- Transporting and accompanying residents to medical appointments and for recreational activities in the Catholic Charities van for which training is provided;
- Supervising daily medications and advocating for residents with the medical community.

Requirements:
- Some experience (work, life, and/or volunteer) working with Adults with Mental Health diagnoses is required.
- Ability to read an Individual Service Plan and implement treatment recommendations.
- Ability to listen to residents and as a result, to refer residents for additional treatment.
- Ability to work effectively in a collaborative team environment.
- High School Diploma or GED.
- Clean, valid NYS Driver’s License.

Email resume and cover letter of interest including “Siena DSP” in the subject line to: jobs@catholiccharities.cc or fax to: 516.733.7038

A complete list of our job opportunities can be found at www.catholiccharities.cc/careers.

Catholic Charities of Long Island - An Equal Opportunity Employer

v.5.5.20
EMPLOYMENT OPPORTUNITY

ON CALL RESIDENTIAL COUNSELOR
Regina Maternity Services – Merrick, LI -

(Evenings, weekends and mornings - $16.41/hour)

We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity...Life With Hope.”

If you want to provide compassionate care for pregnant and/or parenting young women and their children, then, please consider working as an On Call Residential Counselor in our residence located in Merrick, L.I. The residence provides a structured living environment with regular meal times, shared household work, study time, and evening curfews. The daily schedule lends stability and teaches young mothers independent living skills, parenting and how to maintain continuity in educational and employment activities.

Primary Responsibilities:

- Provide all necessary direct care including personal care and daily household assignments;
- Implement rules of program;
- Coach residents to set and achieve goals;
- Supervise the administration of resident medications;
- Complete all logs and correspondence.

Qualifications:

- A strong desire to provide “person centered” care;
- Ability to work positively and productively within a team;
- Direct care experience and experience working with pregnant/parenting young women a plus;
- High School diploma or GED;
- Clean, valid NYS Driver’s License.

To apply:

Email resume to: jobs@catholiccharities.cc or fax: 516-733-7038. Please reference “On Call RC – Regina” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.2.9.19
EMPLOYMENT OPPORTUNITY

BILINGUAL CASE MANAGER – REGINA MATERNITY SERVICES – MERRICK, LI
(DAYS/HOURS: 10AM – 6PM MON. – FRI.)

We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity…Life With Hope.”

If you want to provide compassionate care for pregnant or parenting young women, then, please consider the position of Bilingual Case Manager (Spanish/English) in our residence located in Merrick where our clients receive housing and supportive services for themselves and their children.

Position Description:
In this full time position, you will provide assessment, evaluation and referrals to implement supportive services. A full benefits package accompanies the position including generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:
- Conduct onsite intakes or visit clients in their homes to assess and evaluate their needs and assist in developing goals or care plans.
- Meet with outside resources to determine what is available and/or appropriate for client and refer clients to appropriate resources. Help clients complete necessary paperwork for entitlements.
- Prepare accurate and timely documentation including mental health referrals.
- Monitor client care through follow up with agencies, families, and others involved in client’s care plan.
- Transport clients to service-related appointments when necessary.
- Maintain necessary contacts; fulfill external governmental agency reporting requirements and deadlines.
- Conduct weekly meetings with residents to set goals and review progress.
- Offer community presentations promoting services available through the program.

Requirements:
- Bachelor’s Degree in Social Work or related field.
- Minimum of one year of case management experience.
- Bi-lingual capability – Spanish/English.
- A valid NYS Driver’s License.

How to Apply:
Email cover letter of interest and your resume to jobs@catholiccharities.cc or fax to 516-733-7038. Please reference “Bilingual Case Manager – Regina” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island -An Equal Opportunity Employer

v.2.19.20
EMPLOYMENT OPPORTUNITY

Residential RN – Suffolk County
Residential Services for Developmentally Disabled Adults

We are always looking for individuals to join the mission of Catholic Charities and offer "Care With Dignity...Life With Hope."

Program Description:
Catholic Charities operates 13 community residences on LI where 100+ residents with developmental disabilities are helped to achieve their highest level of functioning and to participate fully in the surrounding community.

Position Description:
We are seeking a full time Residential RN to oversee all medical/medication related issues for every resident in the assigned residences in conjunction with the LPNs, CNA’s, Medical Care Counselors and Managers. The Residential RN will ensure compliance within the program of all medical/medication related OPWDD regulations and related Agency policies and procedures. A full benefits package accompanies the position including generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:
- Provide direct nursing oversight to confirm that the highest quality of care is provided in all medical situations.
- Supervise medical and AMAP staff ensuring compliance with required documentation and training.
- Initiate positive interventions and resolutions of all medical care/medication/AMAP related issues.
- Report discrepancies and/or problems related to medical care/follow up and AMAP administration to Healthcare Administrator.
- Participate as active member of Treatment Team advising Team of any significant changes.
- Assume On-Call Beeper responsibilities in accordance with published schedule.
- Provide workshops/training on health related issues for staff, clients and families.
- Attend medical appointments and ensure that hospitalized residents receive RN follow up.
- Discuss professional issues via telephone or in person with residents, families, Agency personnel as needed.

Requirements:
- Bachelor’s degree in nursing and NYS certification
- 3-5 years supervisory experience
- 5 years practical nursing experience
- Previous experience working with developmentally disabled populations a plus.
- Valid current NYS driver’s license
- Able to work flexible hours

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference "Residential RN" in subject line of email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer
EMPLOYMENT OPPORTUNITY
STAFFING COORDINATOR – Amityville, LI
Residential Services for Developmentally Disabled Adults

We are always looking for individuals to join the mission of Catholic Charities and offer "Care With Dignity...Life With Hope."

Program Description:
Catholic Charities operates 13 community residences on LI where 100+ residents with developmental disabilities are helped to achieve their highest level of functioning and to participate fully in the surrounding community.

Position Description:
The Staffing Coordinator oversees the Residential Program’s staffing by monitoring hiring, training, and scheduling processes in accordance with Program Policies and Procedures. In this role, you will collaborate with direct support professionals (DSP), residence managers, behavior intervention specialists, nursing staff and behavioral services coordinator to assess staffing and training needs. A full benefits package accompanies the position including generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:
- Interview non-management applicants with Residential Coordinators and make hiring recommendations.
- Ensure all staffing related paperwork is completed timely and up to date.
- Schedule, participate in, and confirm staff attendance at general and medical orientations, residence specific training, and agency required onboarding and annual trainings.
- Monitor new staff performance during 3 month introductory period and ensure initial evaluation is completed.
- Review scheduling in each residence and oversee vacations to guarantee adequate staffing levels meet safety and quality requirements within budgetary and compliance guidelines.
- Liaise with temp staffing agencies, authorize temp agency staffing and track overtime and usage.
- Assist Residence Managers with DSP coaching, counseling, and performance improvement in conjunction with Residential Coordinator and Human Resources.
- Participate in reporting and investigation of OPWDD or Justice Center incidents by maintaining/completing required documentation and conducting investigations.

Requirements:
- High School diploma, some college; Bachelor’s degree preferred.
- 2 years’ experience working in the field of Intellectual Developmental Disabilities (IDD).
- In depth knowledge of staffing needs.
- Previous knowledge of OPWDD regulations.
- Ability to travel to all the residences in Nassau and Suffolk County/Long Island.
- Ability to work flexible schedule days/evenings and/or weekend as needed.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038  Please reference "Staffing Coordinator" in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.1.29.20
EMPLOYMENT OPPORTUNITY
OFFICE ASSISTANT – Developmental Disabilities Program – Amityville
We are always seeking individuals to join the mission of Catholic Charities and offer “Care with Dignity….Life with Hope” to our clients.

Position Description:
Catholic Charities operates 13 group homes on LI where 100+ residents with developmental disabilities are helped to achieve their highest level of functioning and to participate fully in the surrounding community. Based in the program’s Amityville headquarters, the Office Assistant will provide administrative and bookkeeping support to the Office Manager, and to the Director and Support Services Administrator as needed. An attractive benefits package accompanies this full time position which includes 17 paid holidays, vacation, health and dental insurance, free life insurance, and retirement planning.

Key Responsibilities:
- Provide administrative support to Office Manager.
- Answer department telephones, offer information about services, refer calls to appropriate parties, and/or take accurate and complete messages.
- Input and expedite vouchers for OPWDD program. Scan/file them in a timely fashion.
- Schedule appointments for repair and/or delivery services.
- Update program reports and excel spreadsheets.
- Type letters, memos, forms, reports, documents and other materials. Develop new tracking methods.
- Assist in gathering information and/or delivering messages to Residential Coordinators, Managers or other Agency personnel.
- Maintain and organize filing system.
- Assist in the review of monthly Ledgers.

Requirements:
- High school diploma or GED.
- 2 years related office, business and bookkeeping experience.
- Effective organizational and time management skills.
- Ability to establish productive relationships with program, agency and external agency staff.
- Typing and clerical skills.
- Proficient in MS Word and Excel.
- Valid NYS Driver’s License.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038  Please reference “Office Asst.- OPWDD” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island -An Equal Opportunity Employer

v.11.6.19
EMPLOYMENT OPPORTUNITIES

MEDICAL CARE COUNSELORS – Various LI locations, including East End

(Core work schedule: 40 hrs./wk., M-F, 6am-2pm or 7am – 3pm)

We are always looking for individuals to join the mission of Catholic Charities and offer "Care With Dignity...Life With Hope."

If you would find it rewarding to provide compassionate care and coordination of medical/psychiatric services for our adults with developmental disabilities, please consider working as a Medical Care Counselor.

Position Description:
The Medical Care Counselor will coordinate all medical and psychiatric care for group home residents. This position reports to a Nurse Manager who will provide training and support for the position.

In this role, you will:
- Work closely with medical staff to monitor & provide a daily assessment of residents’ overall medical status;
- Ensure proper documentation of treatment;
- Accompany residents on all medical/psychiatric appointments & coordinate appropriate follow-up care with healthcare providers;
- Assist medical staff in delivering in-service staff training to ensure continuous regulatory compliance;
- Maintain medication inventory.

Benefits include: 3 weeks’ vacation, 17 paid holidays, health/dental insurance plans, free life insurance, tuition assistance, and retirement planning.

Basic Requirements:
- HSD/GED plus experience working with Developmentally Disabled Adults preferred.
- C.N.A. or equivalent training is helpful.
- Clean, valid NYS Driver’s License.

Our ideal candidate will possess:
- A desire to provide and facilitate “person-centered” care;
- The ability to work closely and effectively with House Managers, internal/external medical staff and providers;
- A collaborative, team approach to sharing expertise and transfer of specialized knowledge to staff.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference "MCC” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.1.13.20
EMPLOYMENT OPPORTUNITIES ON LONG ISLAND’S EAST END

MEDICAL CARE COUNSELORS – Aquebogue & Hampton Bays, Long Island

(Core work schedule: 40 hrs./wk., M-F, 6am-2pm or 7am – 3pm)

We are always looking for individuals to join the mission of Catholic Charities and offer "Care With Dignity...Life With Hope."

If you would find it rewarding to provide compassionate care and coordination of medical/psychiatric services for our adults with developmental disabilities, please consider working as a Medical Care Counselor.

Position Description:
The Medical Care Counselor will coordinate all medical and psychiatric care for group home residents. This position reports to a Nurse Manager who will provide training and support for the position.

In this role, you will:
- Work closely with medical staff to monitor & provide a daily assessment of residents’ overall medical status;
- Ensure proper documentation of treatment;
- Accompany residents on all medical/psychiatric appointments & coordinate appropriate follow-up care with healthcare providers;
- Assist medical staff in delivering in-service staff training to ensure continuous regulatory compliance;
- Maintain medication inventory.

Benefits include: 3 weeks’ vacation, 17 paid holidays, health/dental insurance plans, free life insurance, tuition assistance, and retirement planning.

Basic Requirements:
- HSD/GED plus experience working with Developmentally Disabled Adults preferred.
- C.N.A. or equivalent training is helpful.
- Clean, valid NYS Driver’s License.

Our ideal candidate will possess:
- A desire to provide and facilitate “person-centered” care;
- The ability to work closely and effectively with House Managers, internal/external medical staff and providers;
- A collaborative, team approach to sharing expertise and transfer of specialized knowledge to staff.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference "MCC" in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer
EMPLOYMENT OPPORTUNITY

ASSISTANT RESIDENTIAL MANAGERS
Residential Services for Developmentally Disabled Adults
Manhasset & Aquebogue, LI locations

We are always looking for individuals to join the ministry of Catholic Charities and offer "Care With Dignity...Life With Hope."

We are seeking talented professionals with a passion for lending his/her skills & abilities to help our developmentally disabled adults who reside in our group homes in Manhasset and Aquebogue, LI to achieve their goals and experience pride in what they have accomplished.

In this role you will assist the Residence Manager to provide "person-centered care" by encouraging teamwork, supervising staff, observing regulatory requirements and ensuring effective house operations.

Our ideal candidates for these Assistant Manager opportunities will be seasoned supervisors with a background in caring for developmentally disabled adults, including those experiencing age-onset medical issues.

Full benefits package includes: 3 weeks’ vacation, 17 paid holidays, health/dental, free life insurance, tuition assistance, and retirement planning.

Key Responsibilities Include:
- Supervising Residence Counselors and assisting in scheduling staff to ensure full staffing 24/7;
- Ensuring that Individual Service Plans and goals are developed with residents, implemented and documented appropriately by staff;
- In absence of Manager, communicating with residents’ family members to provide information, status reports;
- Performing hands-on Residence Counselor duties as needed, including transporting and accompanying residents into the community, providing direct care, performing household maintenance duties.

Basic Requirements:
- High School Diploma/GED. Associate’s Degree preferred.
- Minimum of 2-3 yrs.’ experience managing staff in a Group Home for Developmentally Disabled clients is required.
- Well-developed administrative & organizational skills.
- Clean, valid NYS Driver’s license.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc  OR fax to: 516.733.7038 Please reference "ASST. RESIDENTIAL MGR." in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer
"Care With Dignity...Life With Hope"

v.2.7.20
EMPLOYMENT OPPORTUNITY

IMMIGRATION ATTORNEY
Immigrant Services Program, Amityville, LI

*We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity…Life with Hope”*

**Position Description:**
We are seeking a *Bilingual (Spanish/English) Immigration Attorney* to assist and provide direct legal representation in Immigration matters and related proceedings for immigrant children (ages 13 to 18) throughout Long Island. Responsibilities consist of immigration removal proceedings and family court proceedings that will include cases involving asylum, Special Immigrant Juvenile Status and other forms of relief. **This position is full-time and is accompanied by a comprehensive benefits package including** paid time off (vacation/sick/personal), 17 paid holidays, health/dental, free life insurance, and a retirement savings program. This position is grant funded.

**Key activities:**
- Conduct and document thorough client intakes.
- Manage caseload providing direct representation.
- Provide representation in immigration removal proceedings in US Citizenship and Immigration Services, and state court proceedings.
- Collaborate with other agency attorneys representing clients in Immigration, State Court or other proceedings.
- Screen clients for trauma, abuse and trafficking and refer clients for additional services.
- Assume general administrative responsibilities, including grant compliance, timekeeping, case management and other tasks related to program compliance.
- Complete outreach and deliver presentations to the immigrant community and stakeholders.

**Requirements:**
- Juris Doctor Law Degree and Bar Admission, NY State.
- 2-3 years’ experience in Immigration or Family Law.
- Bilingual Spanish/English preferred.
- 2-3 years’ experience working with children preferred.
- Valid NYS Driver’s License.
- Ability to work flexible hours to meet program needs including some weekends.
- Occasional visits to temporary living sites, travel to immigration and state courts on LI and NYC.

**To Apply:** Email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516.733.7038 Please reference “Immigration Attorney” in subject line of your email.

*A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers*

Catholic Charities of Long Island - An Equal Opportunity Employer

v.3.6.20
EMPLEYMENT OPPORTUNITY

EXECUTIVE ASSISTANT TO THE CEO
Hicksville, LI

We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity...Life with Hope.”

We are seeking a professional, dedicated Executive Assistant to the CEO who will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the Chief Executive Officer. In this role, you will liaise with the Board of Trustees and the Executive Advisory Team and work with the CEO to uphold Catholic Identity and Catholic Teaching in living out the Mission of Catholic Charities. A full benefits package accompanies the position including 4 weeks’ vacation, 17 paid holidays, health/dental, free life insurance and a retirement savings program.

Responsibilities:
➢ Plan and facilitate extensive meetings with the Bishop’s Office, Board and Committee members, government officials, executives, donors, staff and volunteers. Take and transcribe minutes at Board meetings. Effectively interface with Board and Committee members inside and outside the agency, and understand key players.
➢ Maintain and prioritize CEO appointment calendar. Plan, coordinate and ensure the CEO’s schedule is followed. Provide “gatekeeper” and “gateway” role. Arrange complex and detailed travel plans and agendas.
➢ Research, prioritize and follow up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determine appropriate course of action, referral or response.
➢ Provide a bridge for smooth communication between the CEO’s office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
➢ Review for accuracy various forms, letters, or statistical reports/profiles that may be highly sensitive and confidential. May prepare analysis for reporting of information to Agency, governmental and/or local agencies/officials.
➢ Provide administrative support to the CEO in a variety of capacities, including telephone coverage, photocopying, mail handling, processing of letters/correspondence, monitoring/responding to email, file maintenance, and assist with completion of specially assigned projects.

Requirements:
➢ Bachelor’s degree preferred in business, communication or another related field.
➢ Strict attention to detail in all areas including verbal and written communication. Experience recording and drafting minutes
➢ Ability to adapt to evolving needs and accommodate last-minute changes.
➢ Proficient in Microsoft Office – Outlook, Word, Excel, and PowerPoint, Adobe Acrobat and social media platforms
➢ Ability to work independently on assignments, from conception to completion.
➢ Strong relationship building skill and experience.
➢ Valid New York State driver’s license due to travel in Nassau and Suffolk Counties.
➢ Flexibility with work schedule to accommodate taking Minutes at Board Meetings or assistance at special events. May have to work some evenings to accommodate those needs.

TO APPLY: Email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038. Please include “CEO Executive Assistant” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.5.6.20
EMPLOYMENT OPPORTUNITY

GRANT WRITER – Hicksville, LI

We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity...Life With Hope.”

Catholic Charities is a major social service agency located on Long Island that assists in serving the needs of the poor, troubled, weak, and oppressed, and is committed to addressing the causes of injustice.

We are seeking a Grant Writer to join our development team. This position offers the opportunity to work collaboratively with a creative staff and have a direct impact on continuing the Agency’s mission. In this role, you will develop a portfolio of new and existing funders to support organizational growth, operations and other opportunities. The position also requires the ability to write concept papers, grant proposals and reports. The benefits package that accompanies this full time position includes generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:

- Identify new opportunities for funding that align with Catholic Charities programs and mission, including outreach and relationship building with prospective family foundations and potential new funders as well as assist in maintaining solid relationships with existing funders.
- Develop a plan and identify new sources of support through prospect research for new private foundation funders and the review of government RFP’s.
- Write cover letters, letters of inquiry, proposals, government Requests for Proposals (RFP’s), renewal requests, and interim and final reports to private foundations and government funders.
- Retain up-to-date knowledge about all assigned programs and program developments; establish and maintain effective working relationships with program directors, staff, and finance staff.
- Manage completion of multiple proposals and report deadlines with executive, senior, and program staff.
- Create and maintain a detailed organization grant calendar and action sheets.
- Maintain accurate donor records and files; ensure all funders are properly acknowledged in a timely fashion.
- Assist with special events and complete other related tasks as assigned by supervisor.

Our ideal candidate will possess:

- BA/BS in relevant discipline.
- 3 years’ solid experience in development and grant writing.
- Exceptional promotional writing and project management skills; must be able to meet tight deadlines.
- Detail oriented with excellent demonstrated skills in writing and grammar.
- Strong computer skills including Microsoft Office Suite; familiarity with Foundation Directory, Grant Hub and Donor Perfect preferred.
- A flexible schedule to accommodate program and meeting needs.

TO APPLY: email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038 Please include “Grant Writer” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island – An Equal Opportunity Employer

v.5.6.20
EMPLOYMENT OPPORTUNITY

BILINGUAL QUALIFIED NUTRITIONIST – WIC PROGRAM

Scheduled Hours: M/W/F: 8:30 AM – 4:30PM + Tues. 11 AM – 7 PM + Thurs. 7 AM – 3 PM

We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity...Life with Hope.”

If you would like to be part of the good work being done on Long Island, come join our dedicated, interdisciplinary team who provide nutrition services for individuals and families.

We are seeking a full time, Bilingual Nutritionist (Spanish/English) for our WIC Program in Nassau and Suffolk Counties. In this role, you will oversee program rules and regulations to ensure strict adherence to program requirements, provide supervision to staff and work with participants whose nutritional needs place them at “high risk.” A full benefits package accompanies this position including generous vacation, 17 paid holidays, health/dental, free life insurance and a retirement savings program.

Responsibilities:

- Conduct a complete nutrition assessment and determine program eligibility.
- Provide and document participant-centered nutrition education (individual/family sessions and facilitated group discussions) responsive to the identified needs/interests of participants.
- Offer and document appropriate follow up referrals to other health and social services agencies.
- Implement care plans for participants at nutritional risk.
- Guide CPA’s and nutrition staff in nutrition assessment and counseling.
- Track participants’ progress and document outcomes.

Requirements:

- Bachelor’s Degree in Nutrition.
- Demonstrated excellent customer service skills.
- 1-3 years related experience.
- Bi-lingual Spanish/English.
- Clean, valid NYS Driver’s License.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference "BILINGUAL NUTRITIONIST – WIC PROGRAM” in your email subject line.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island -An Equal Opportunity Employer

v.5.1.20
EMPLOYMENT OPPORTUNITY

HOUSING MANAGER – Project Independence – Freeport, LI
Part-time position – 25 hours/week

We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity...Life With Hope.”

Program Description:
Project Independence is a supported housing effort that provides assistance to individuals and families who are homeless with mental illness and substance abuse difficulties. Clients are assisted in finding appropriate housing and provided with ongoing support and counselling to maintain treatment. The goal of this program is to help individuals and families live successfully and independently in the community.

Position Description:
The Housing Manager will work with clients in the Agency’s Housing programs who are in an independent living arrangement to ensure service plan goals, rules and regulations are followed, oversee program services are effectively utilized and aid in providing the following services: assessment, evaluation, recommendations to available resources, formal/informal supports and working effectively with clients in crisis situations to resolve immediate concerns.

Key activities:
- Manage clients apartment maintenance by contacting landlord for problems and/or repairs when necessary.
  Collect monthly rents, ensure rents are up to date, and sustain communication so that housing issues can be discussed and resolved.
- Submit work order requests to the Agency Maintenance Dept., contact outside vendors to address issues, and prepare vouchers of vendor accounts for submission to the Finance Dept.
- Prepare required client documentation for accessing client resources including SSI, SSD, Medicaid, food stamps. Complete referrals to outside resources as needed.
- Ensure clients adhere to rules and regulations associated with their living arrangements, and they achieve Program goals. This requires at least a monthly home visit to clients.
- Develop and implement Individual Service Plans and follow up to assure compliance.
- Assist clients with financial recordkeeping and maintain accurate client records regarding their funds, budgetary item entries, and benefits received.
- Provide statistical data required by Agency policy/program regulations and meet with outside Agencies.
- Initiate screenings for new applicants and assist them in obtaining needed documentation.

Our ideal candidate will possess:
- High School diploma or GED; Bachelor’s degree preferred in Sociology or Psychology.
- At least 2 years’ experience working with clients with mental illness in a residential setting.
- Must have a valid NYS Driver’s License.
- Must be able to travel locally on Long Island to meet with clients.
- May be required to transport client to appointments when necessary.
- Ability to manage crisis situations during non-scheduled work hours.

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038. Please reference “Project Independence Housing Manager” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.2.13.20
EMPLOYMENT OPPORTUNITY

Registered Nurse
Senior Supportive Services – Freeport – 25 hours/week
(Flexible Work Schedule – Mon. – Fri.)

We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”

Position Description:
We are seeking an experienced, dedicated Registered Nurse to work with our mobile, interdisciplinary treatment team to enable our senior clients to live independently in the community, and avoid institutional care. In this role, you will provide medical assessment and monitoring of seniors who reside in our agency apartments as well as in the neighboring Nassau and Suffolk communities. This position is currently grant funded for one year.

Key Responsibilities:
- Conduct ongoing home visits to monitor and assess client’s needs.
- Participate as an active member of the treatment/supportive services team, recommending person-centered service options and individualized treatment plan.
- Ensure medication procedures are followed and report discrepancies and/or problems to supervisor.
- Advise treatment/supportive services team of any treatment issues or significant medical/psychiatric changes in client’s condition. Document and implement resulting changes to treatment plan.
- Educate/support client or housing program resident in areas of treatment and health maintenance.
- Develop and deliver workshops/training on health-related issues for staff, clients and families.
- Visit clients in hospitals or nursing homes when required.
- Respond to client service/treatment-related inquiries from clients, families or internal/external staff.

Requirements:
- Bachelor’s degree in Nursing.
- Valid NYS Nursing License.
- Prefer 3-5 years’ nursing experience.
- Must be able to travel to visit clients
- Must be available for cell phone contact to respond to client emergencies.

TO APPLY: Email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038. Please include “RN – Senior Supportive Services” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.12.12.19
EMPLOYMENT OPPORTUNITY

PSYCHIATRIST – Part-Time – Suffolk County

We are always looking for individuals to join the mission of Catholic Charities and offer "Care with Dignity...Life with Hope."

If you desire to provide healing and a path to recovery for children, adolescents and adults with mental illness and substance abuse, please consider joining our clinical team as a part-time Psychiatrist. Flexible hours available. Locations include Medford, Bay Shore and Commack.

In this position, you will oversee, deliver and coordinate comprehensive patient care. Our ideal candidate will want to use their skills, experience and compassion to restore quality of life to others.

Responsibilities:

- Evaluate and diagnose patient illness and write and/or participate in a care plan for each individual.
- Prescribe and monitor psychotropic medications
- Oversee Nurse Practitioner and other Clinical Staff.
- Consult with interdisciplinary treatment team and communicate with external community resources to provide person-centered care.
- Prepare regular progress notes and perform quarterly treatment plan reviews.
- Consult with patient family members, agencies, and others regarding patient’s status and progress.
- Demonstrate computer literacy to develop case summaries and e-prescriptions.

Requirements:

- Board Certified and licensed to practice in New York State.
- Experience with mental health and substance abuse preferred.
- Eligible to participate fully in Medicaid and Medicare programs.

Interested candidates should submit resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038. Please include "Part-Time Psychiatrist" in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer
"Care With Dignity... Life With Hope”

v.5.15.17
EMPLOYMENT OPPORTUNITY

Part-time Registered Nurse – Talbot House, Bohemia, LI
(21 hours/3 days per week)

*We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity…Life With Hope.”*

**Program Description:**
Talbot House is a 24-hour voluntary chemical dependence Crisis Center licensed by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) to provide short-term medically monitored inpatient withdrawal and stabilization services to adult men and women who are in crisis. This facility provides nourishing meals, counselling, limited transportation, support groups, and referrals.

**Position Description:**
We are seeking a *Registered Nurse* to work at our Talbot House residential facility on a part-time basis for 21 hours per week. In this role, you will participate as an active member of the interdisciplinary treatment team, performing ongoing monitoring and assessment of clients' needs for care in accordance with standard nursing practices and as ordered by the physician.

**Key activities include:**
- Evaluate medical condition of clients seeking admission to the facility to determine eligibility for services or refer to alternative care such as hospitalization, if needed.
- Provide client treatment and advise treatment team of any significant changes and/or treatment issues. Record/maintain documentation.
- Obtain prescriptions from physician to address client needs. Ensure medication procedures are followed and report any discrepancies and/or problems to supervisor.
- Educate and support clients/residents in areas of treatment and health maintenance.
- Discuss professional issues via telephone or in person with clients, families, Agency personnel and other related agencies.
- Provide workshops/training on health-related issues, including substance use for staff and clients.
- Participate in orienting medical staff to their job functions and operational practices.

**Our ideal candidate will possess:**
- HS diploma/GED.
- Valid, registered NYS Nursing license.
- 1-3 years' general nursing experience.
- Valid NYS driver’s license.

*TO APPLY: email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038. Please specify “RN – Talbot House” in subject line of your email or fax.*

*A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers*

Catholic Charities of Long Island - An Equal Opportunity Employer

v.11.22.19
EMPLOYMENT OPPORTUNITY

ON CALL (PER DIEM) REGISTERED NURSES
Talbot House – Chemical Dependence Services, Bohemia, LI.

We are always looking for individuals to join the ministry of Catholic Charities and offer "Care With Dignity...Life With Hope.” Come join our talented team of professionals who lend their skills to our fellow Long Islanders in recovery from chemical addiction.

Program Description:
Talbot House is a 24-hour voluntary chemical dependence Crisis Center licensed by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) to provide short-term medically monitored inpatient withdrawal and stabilization services to adult men and women who are in crisis. This facility provides nourishing meals, counselling, limited transportation, support groups, and referrals.

Position Description:
We are seeking On Call RNs with at least 1-3 years of general nursing experience to participate as an active member of the interdisciplinary treatment team, performing ongoing monitoring, assessment & treatment of clients’ needs for care in accordance with standard nursing practices and as ordered by physician.

In this role, the On Call RN will evaluate/triage the medical condition of clients seeking admission to the facility to determine eligibility for services.

Key activities include:
- Monitor, evaluate and care for client's condition, ensuring compliance with medication procedures, and advising treatment team of any significant changes or treatment issues.
- Extensive interaction with clients in various stages of addiction, helping to acclimate them to program activities & procedures;
- Providing general education & support in areas of treatment and health maintenance;
- Liaison with emergency personnel, medical staff, clients' family members and agency staff;
- Providing documentation of case notes in an electronic medical records system;
- Performing various household chores, as needed.

Our ideal candidate will possess:
- HS Diploma/GED
- NYS Registered Nurse license
- At least 1-3 years of general nursing experience
- Ability to independently triage individuals seeking admission and determine if alternative care is warranted, i.e., hospitalization.
- Must have valid NYS Driver’s License
- Ability to work flexible shifts, including weekends & holidays
- PC proficiency required. Experience with electronic medical records data entry preferred.

For consideration, email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038. Please reference "On Call RN - Talbot" in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island -An Equal Opportunity Employer

v.6.8.18
EMPLOYMENT OPPORTUNITY

On Call Licensed Practical Nurse (LPN) – Talbot House, Bohemia, LI
(Need flexible availability including weekends & holidays)

Program Description:
Talbot House is a 24-hour voluntary chemical dependence Crisis Center licensed by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) to provide short-term medically monitored inpatient withdrawal and stabilization services to adult men and women who are in crisis. This facility provides nourishing meals, counselling, limited transportation, support groups, and referrals.

Position Description:
We are seeking NYS certified LPNs with a background in medical and psychiatric care to work on call at our Talbot House residential facility. In this role, you will participate as an active member of the treatment team, gathering/evaluating medical history of clients during initial intake process, and providing ongoing nursing care in accordance with program requirements and client needs.

Key Activities Include:
- Monitor, evaluate and care for client’s condition, ensuring compliance with medication procedures, and advising treatment team of any significant changes or treatment issues.
- Extensive interaction with clients in various stages of addiction, helping to acclimate them to program activities & procedures;
- Providing general education & support in areas of treatment and health maintenance;
- Liaison with emergency personnel, medical staff, clients’ family members and agency staff;
- Providing documentation of case notes in an electronic medical records system.

Our ideal candidate will possess:
- HS Diploma/GED
- NYS Licensed Practical Nurse certification
- Some work experience in a nursing-related role that demonstrates the ability to independently evaluate and triage clients’ medical/psychiatric conditions. Experience working with individuals with chemical addictions a strong plus. Nursing experience in hospital, long-term care or residential settings preferred.
- Demonstrated ability to work collaboratively as part of an inter-disciplinary treatment team.
- Strong interpersonal communication skills including listening and conflict mediation skills.
- Ability to work flexible shifts, including weekends & holidays.
- PC proficiency required. Experience with electronic medical records data entry preferred.

Email resume and cover letter of interest to:  jobs@catholiccharities.cc
or fax to:  516.733.7038.  Please include “Talbot LPN” in the subject line of your email or fax.

A complete list of our job opportunities can be found on our website at  www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer
"Care With Dignity... Life With Hope”

v.11.25.15
EMPLOYMENT OPPORTUNITY

Chemical Dependence Residential Program – Night Shift Supervisor
Work Schedule: Sun., Mon., Tues. – 8 PM – 8:30 AM
Talbot House – Bohemia, LI

We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”

Position Description:
Come, join our mission and help people reclaim their lives from addiction. We are seeking a Night Shift Supervisor to provide staff supervision and oversee general operations for our OASAS Residential Stabilization Program ensuring that our clients receive quality care. A full benefits package accompanies the position.

Responsibilities:

- Supervise staff work performance. This includes delegating assignments, coaching, training, counseling, disciplining, conducting performance appraisals, monitoring staff time and attendance records.
- Review and sign off on all CASAC-T and intern work product.
- Oversee process of collecting/recording all clinical data. Review for accuracy and correct as needed.
- Monitor and work with staff members to maintain appropriate units of service goals.
- Secure replacement staff as necessary to ensure adequate staffing ratios.
- Schedule and coordinate all admissions, discharges and the transportation of clients.
- Orient new clients to the Policies and Procedures of the program
- Document clients’ daily progress.
- Monitor client behaviors to confirm that Treatment Plan objectives are being followed.
- Consult with family members, advocates, and healthcare providers to provide information and answer questions regarding clients, in accordance with all confidentiality regulations and agency protocols.

Requirements:

- Associate’s Degree preferred.
- Must have CASAC.
- At least 5 years’ experience in the chemical dependence treatment field that includes staff supervision.
- Demonstrated expertise in navigating and utilizing automated data systems.
- Ability to form positive, productive relationships with a multitude of constituencies such as intra-agency program staff, clients, clients’ families, external service and healthcare providers, criminal justice agencies, to advocate for clients’ needs.
- Valid NYS Driver’s license.

TO APPLY: Email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038. Please include “Night Shift Supervisor – Talbot House” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.10.18.19
EMPLOYMENT OPPORTUNITY

On Call (per diem) Chemical Dependency Counselor I – Talbot House, Bohemia, LI
(12.5 hr. shifts – 8 pm – 8:30 am; Need flexible availability including Sundays & holidays)

We are always looking for individuals to join the ministry of Catholic Charities and offer
"Care With Dignity...Life With Hope."

Program Description:
Talbot House is a 24-hour voluntary chemical dependence Crisis Center licensed by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) to provide short-term medically monitored inpatient withdrawal and stabilization services to adult men and women who are in crisis. This facility provides nourishing meals, counselling, limited transportation, support groups, and referrals.

Position Description:
We are seeking entry-level Chemical Dependency Counselors with CASAC-T certification to work at our Talbot House residential facility on an On Call (per diem) basis. In this role, you will provide education, support and treatment services for chemically dependent clients and their family members.

Key activities include:
- Conducting intake, assessment, evaluation & discharge interviews with clients to prepare required documentation and participate in development of individualized treatment plans. Liaison with government agencies, medical providers, insurance companies to obtain supplemental information for diagnosis and billing.
- Extensive interaction with clients in various stages of addiction, helping to acclimate them to program activities/procedures.
- Providing individual & group counseling in accordance with treatment plans and evaluation of clients’ needs.
- Monitoring/documenting client’s progress, advising treatment team of any significant changes or treatment issues.
- Communicates with community-based agencies, services and family members on behalf of client, providing information and referrals.

Our ideal candidate will possess:
- HS Diploma/GED
- Significant Drug & Alcohol education supplemented by relevant internship or work experience. (The CASAC-T certification is minimally required).
- Good availability for core work schedules (8 am – 8:30 pm), including holidays & Sundays; 12.5 hr. shifts;
- Strong interpersonal communication skills, including meeting facilitation, listening & conflict mediation skills.
- Ability to remain calm and effective in defusing conflict & crisis situations.
- Ability to ensure compliance with regulations protecting confidential client data.
- PC proficiency and ability to enter case notes in electronic database required.
- Clean, valid NYS Driver’s License

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038. Please specify “On Call CDC-I” in subject line of your email or fax.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.10.10.17
EMPLOYMENT OPPORTUNITY

PSYCHIATRIC NURSE PRACTITIONER
Chemical Dependence Clinic – Hampton Bays, LI
4 hrs./week – 5PM-9PM – any week day except Friday

We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”

Position Description:
We are seeking an experienced Psychiatric Nurse Practitioner for 4 hours per week to work in our clinic in Hampton Bays. Come join our dedicated team and work in a stable, friendly environment where you will have your own office with a flexible schedule 4 hrs./week – 5PM-9PM – any week day except Friday. Our ideal candidate will use their skills, experience and compassion to restore quality of life to others and deliver person-centered care by diagnosing and treating patients in collaboration with the medical director, and overseeing day- to-day healthcare client support.

Responsibilities:

- Diagnose and treat patients in accordance with advanced psychiatric nursing practices and established protocols, writing and/or participating in a plan of care for each individual.
- Order and evaluate appropriate medical regimens including medications and relevant tests.
- Address crises, complete referrals and maintain client records.
- Provide psychological support, education and counseling to enable patients to stabilize their illness and prevent future mental health issues.
- Consult with psychiatrists, medical director and professional staff to ensure continuity of care.
- Provide workshops/trainings on mental health/chemical dependency issues for staff and clients.
- Observe and comply with governing regulations and Agency policies and procedures.

Education/Credential Requirements:

- MSN with specialization in psychiatry, mental health, or substance abuse.
- At least 2 years’ experience providing mental health or chemical dependence services.
- Licensed to practice in New York State as a Nurse Practitioner.
- Eligible for NYS Board Certification as a Nurse Practitioner.
- Data 2000 waivered.

TO APPLY: Email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038. Please include “HB - Psychiatric NP” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island -An Equal Opportunity Employer

v.1.10.20
EMployment Opportunity

Licensed Social Worker

Chemical Dependence Clinic – Hampton Bays, LI

_We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”_

Program Description:
Much is at stake for those struggling to break the cycle of chemical dependence and addiction. Our New York State-licensed clinic allows our professional treatment team to assist clients and their families at all stages of recovery by providing treatment and referral services in an outpatient setting.

Position Description:
We are seeking a dedicated, Licensed Social Worker to provide individual, family, and group counseling services to clients and their families diagnosed with substance use disorders. In this role, you will also train and supervise social work student interns in clinic operations and counseling services. A full benefits package accompanies the position including 4 weeks’ vacation, 17 paid holidays, health/dental, free life insurance and a retirement savings program.

Responsibilities:

- Conduct client assessments, prepare individualized treatment plans and clinical documentation.
- Offer individual, group, and family counseling to clients diagnosed with substance use disorders.
- Provide mental health assessments/referrals and coordinate care for clients with co-occurring disorders.
- Deliver mental health group counseling services.
- Monitor progress to ensure treatment plan objectives are being met.
- Coordinate care with clients’ family, legal entities, referral sources, and other treatment providers.
- Initiate and maintain contact with community and government agencies to advocate for clients’ needs and facilitate referrals for service.
- Serve as a team member to assist Clinic Supervisor in implementing operational policies and procedures for the clinic that are aligned with agency policies, OASAS regulations, and units-of-service goals.
- Develop and deliver in-service staff trainings as part of the multidisciplinary team.

Requirements:

- Master’s degree in Social Work; LMSW-LP, LMSW or LCSW.
- At least 1 year prior experience in related program preferred and/or field work in graduate school.
- Experience with OASAS systems a plus.

TO APPLY: Email resume and cover letter to: jobs@catholiccharities.cc or fax to: 516-733-7038. Please include “Social Worker – Hampton Bays” in the subject line of your email.

_A complete list of our job opportunities can be found on our website at_ www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.5.1.20
EMPLOYMENT OPPORTUNITY

BILINGUAL CHEMICAL DEPENDENCE COUNSELOR
Chemical Dependence Services, Hampton Bays, LI

FULL TIME SCHEDULE: Mon./Fri. 8:30 AM – 4:30 PM; Tues./Wed. 1 PM – 9 PM; Thurs. 11 AM – 7 PM
PART TIME SCHEDULE: Mon.-Thurs. 5 PM – 9 PM

We are always looking for individuals to join the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”

Program Description:
Catholic Charities Chemical Dependence Outpatient Clinics help people in recovery maintain sobriety and live independently and productively. Services include individual and group counselling, educational programs, crisis intervention, psychiatric services, medical evaluations, and referrals. The program also serves spouses, adolescents, significant others, co-dependents, and adult children of alcoholics (ACOAs). Our clinics provide counselling services in Spanish.

Position Description:
We are seeking a caring Bilingual (Spanish/English) Counselor who possesses a CASAC or CASAC-T certification to work in our Outpatient Clinic located in Hampton Bays, LI. In this role you will provide innovative, “person-centered” education and treatment services to chemically dependent individuals and their families. Our ideal candidate will have knowledge of the latest treatment modalities. A benefits package accompanies the full time position including generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:
- perform client assessments.
- conduct individual and group counseling.
- provide information and resource referrals.
- document client progress in an electronic medical records system.

Requirements:
- HS Diploma or GED.
- CASAC or CASAC-T Certification.
- Bilingual Spanish/English.
- PC proficiency and the ability to input and maintain electronic medical records.
- Clean, valid NYS Driver’s License needed for occasional use of business vehicle to transport clients.

How to Apply: Email resume and cover letter of interest to jobs@catholiccharities.cc. Please reference "Chemical Dependence Counselor” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.3.13.2020
EMPLOYMENT OPPORTUNITY

On Call (as needed) Chemical Dependence Counselor
Chemical Dependence Services, Hampton Bays, LI

We are always looking for individuals to join the ministry of Catholic Charities and offer "Care With Dignity.......Life With Hope”

Program Description:
Catholic Charities Chemical Dependency Outpatient Clinics help people in recovery maintain sobriety and live independently and productively. Services include individual and group counseling; groups for early sobriety; DWI/mandated and aftercare; educational programs; crisis intervention; psychiatric services; medical evaluations; and referrals. The program also serves spouses, adolescents, significant others, co-dependents, and adult children of alcoholics (ACOAs). Our clinics provide counseling services in Spanish.

Position Description:
We are seeking a talented, caring Chemical Dependency Counselor who has passed the CASAC certification exam to work on an On Call/As Needed basis in our Chemical Dependency Outpatient Clinic, located in Hampton Bays, LI. In this role you will provide innovative, “person-centered” education and treatment services to chemically dependent individuals and their families. Our ideal candidate will have knowledge of the latest treatment modalities.

The CASAC counselor will perform client assessments, conduct individual & group counseling, provide information and resource referrals, and document client progress in an electronic medical records system.

The clinic operates Monday – Friday from 8:30 a.m. – 9:00 p.m.

Benefits include: 3 weeks’ vacation, 17 paid holidays, health/dental insurance plans, free life insurance, tuition assistance, and retirement savings program.

Minimum Qualifications Include:
- HS Diploma or GED
- Successful completion of the CASAC exam (must be able to provide documentation)
- PC proficiency and the ability to input and maintain electronic medical records.
- Clean, valid NYS Driver’s License needed for occasional use of business vehicle to transport clients.
- Flexible availability to work occasional evening shifts.

How to Apply:
Email resume and cover letter of interest to jobs@catholiccharities.cc Please note in subject line: “On Call CDC II-Hampton”

MAKE A DIFFERENCE IN THE LIVES OF OTHERS BY WORKING FOR CATHOLIC CHARITIES.
WE LOOK FORWARD TO HEARING FROM YOU!

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island -An Equal Opportunity Employer

v.1.5.17
EMPLOYMENT OPPORTUNITY

CERTIFIED RECOVERY PEER ADVOCATE
Chemical Dependence Services, Commack/Hampton Bays, LI

Catholic Charities Chemical Dependence Outpatient Clinics help people in recovery maintain sobriety and live independently and productively. Using a multi-service approach that includes individual and group counselling, educational programs, crisis intervention, psychiatric service, medical evaluations, and referrals, our dedicated staff aim to treat the whole person. Services are also available to patient families.

Position Description: We are seeking a full time CERTIFIED RECOVERY PEER ADVOCATE with “real life” experience” who will extend “Care with Dignity, Life with Hope” by serving as a role model to support the recovery goals of our clients. In this role, you will provide peer support, advocacy and linkage services to individuals and/or their families when brought to a hospital emergency department due to heroin or opiate prescription use and/or overdose due to other substance use. A full benefits package accompanies the position including generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:
- Utilize life experience to engage people on the street and in hospital emergency rooms, developing brief person-centered service plans and providing referrals and linkages to needed services.
- Work collaboratively with Hospital Screening Brief Intervention and Referral Treatment Health Coaches to assess individuals’ needs and connect them to treatment and other support services across Suffolk County.
- Remain actively involved and follow up with individuals and/or families at 30, 60, 90 and 120 days’ post discharge from emergency department.
- Offer outreach, advocacy, mentoring and recovery support services to those seeking or sustaining recovery.
- Promote the Program through information, education and outreach to local communities, agencies and legal/medical professionals. Participate in community events, such as Narcan Trainings, Fairs and Forums.
- Collect necessary data to assist in reporting to funding sources. Document and report contacts made in the community to the Program Director.

Requirements:
- High School or Equivalent.
- Certified Recovery Peer Advocate (CRPA) or Certified Recovery Peer Advocate – Permit (CRPA-P).
- Knowledge of substance use disorders prevention, treatment and referral resources.
- Relevant life experience including personal experience living with a disability, history of substance use, or social/emotional challenge.
- Ability to read, write and communicate in English.
- Valid, current NYS driver’s license.
- Availability to attend all required trainings and orientations.
- Ability to deliver efficient and effective client service within the regulations and guidelines of the Agency, the County of Suffolk, the State of New York, and the Federal Government.

TO APPLY:
Email resume and cover letter of interest to jobs@catholiccharities.cc or fax to: 516.733.7038. Please reference “Certified Recovery Peer Advocate” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.12.31.19
EMPLOYMENT OPPORTUNITY

CASE MANAGER – SENIOR CASE MANAGEMENT PROGRAM - FREEPORT

We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity......Life With Hope.”

We are seeking a talented, experienced Case Manager who will offer supportive services to Seniors living in Nassau County. Come, and be part of a dedicated team of professionals based out of our Freeport Office. A full benefits package accompanies the position including generous time off (vacation, personal, sick), 17 paid holidays, health/dental, free life insurance, and a retirement savings program.

Key Responsibilities:

- Conduct home visits, assess seniors’ needs and prepare care plans for them.
- Refer clients to appropriate resources.
- Assist clients with completing required paperwork for entitlement programs.
- Interact with family and/or significant others regarding care.
- Monitor appropriate client care through follow up with agencies, families and others.
- Prepare accurate and timely progress notes.
- Maintain contacts and respond to governmental agency reporting requirements and deadlines.

Requirements:

- A Bachelor’s Degree in Social Work, Human Services or a related field.
- A strong interest in working with Seniors.
- Bi-lingual capability (Spanish/English) a plus.
- At least 1 year experience working with Seniors preferred. However, candidates with no Senior experience will be considered if their degree/certification is in Human Services or Gerontology.
- Ability to develop, maintain and protect confidentiality of required documentation.
- Skill in establishing productive relationships with other agencies and community organizations.
- Computer literacy including Microsoft Word and Outlook.
- A valid NYS Driver’s License.
- Have Case Management Certificate OR complete Case Management Certification within 5 months of hire.

How to Apply:

Email cover letter of interest and your resume to jobs@catholiccharities.cc or fax to 516-733-7038. Please reference “Case Manager – Seniors” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.12.11.19
EMPLOYMENT OPPORTUNITY

ON CALL MAINTENANCE WORKER
Residential Services for Developmentally Disabled Adults

We are always looking for individuals to join the mission of Catholic Charities and offer “Care With Dignity...Life With Hope.”

The Residential Services Program provides 24-hour care for 107 developmentally disabled adults in 13 group homes located across Long Island. Therefore, we are seeking a skilled, on call maintenance worker who would assist the Facilities Coordinator in accommodating weather/other emergency situations and ensuring equipment, building/facility and environment remains safe, operational and functional for staff members and clients.

Responsibilities:

- Perform routine maintenance tasks to sustain buildings and equipment.
- Paint interior and exterior of facilities as required.
- Perform carpentry duties including building shelves, household repairs, etc.
- Complete general cleaning duties such as air conditioning vents, filters, van and windows.
- Order/purchase supplies, materials and/or equipment to accomplish job specific needs.
- Manage and deliver supplemental snow removal to provide safe walkways, driveways and parking lots.
- Move office furniture and supplies within buildings and to other locations. This includes picking up and unloading donations.

Requirements:

- High School Diploma and/or GED.
- Prior experience with carpentry, household repairs, snow/ice removal, and/or maintenance work.
- Effective organizational skills to maintain supplies inventory.
- Current, valid NYS driver’s license.
- Flexible availability for on call work as needed.

TO APPLY:
Email resume and cover letter of interest to: jobs@catholiccharities.cc  OR fax to: 516.733.7038
Please reference “On Call Maintenance Worker” in the subject line of your email.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.7.25.18
WE’RE HIRING!!

Franklin Square Senior Community Service Center
Part-time Kitchen Aide – 19 hours/week – $16.76/per hour
(Work Schedule: Tuesday, Thursday, Friday – 9:30 AM – 2 PM; Wednesday – 8:30 AM – 2 PM)

We are always looking for individuals to be part of the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”

Responsibilities:

- Perform all required meal preparation duties to guarantee the serving of meals to senior clients.
- Ensure temperature of food is maintained within guidelines.
- Complete all cleaning related tasks assuring that cleanliness standards are met.
- Inventory stock, meals served, storage room and reorder necessary food items.
- Store delivered stock and materials after it has been inventoried.
- Record notes or comments from clients or other staff regarding service provided and give to supervisor.
- Alert supervisor to any food related problems with service, food delivery or distribution of foods.
- Help orient volunteers to kitchen standards, policies and procedures.
- Be willing to assist with other non-kitchen related tasks, and attend various meetings as needed.

Requirements:

- High school diploma or GED.
- A minimum of six months previous related experience preferred.
- Attend General Food Handlers course from Nassau County Dept. of Health.

TO APPLY: email resume to jobs@catholiccharities.cc or fax to: 516.733.7038 OR call: 516.481.3322
Please reference “Kitchen Aide” in the subject line of your email/fax.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.2.25.20
WE’RE HIRING!!

PART-TIME & ON CALL CDL DRIVERS
Senior Community Service Centers
(Oceanside, Franklin Square & Wantagh, LI)
$16.76/hr.

We are always looking for individuals to be part of the mission of Catholic Charities and offer “Care with Dignity…Life with Hope.”

We are seeking Part-time & On Call CDL Drivers to transport senior citizens to/from their homes and community senior centers located in Oceanside, Franklin Square & Wantagh, LI.

Flexible Part-time & On Call CDL Drivers who can work up to 19 hours per week at an hourly rate of $16.76.

Basic requirements include:
- HS diploma or GED
- Current NYS Commercial Driver’s License (NYS CDL) with a P endorsement
- At least 2 years’ driving experience
- A sincere desire to provide compassionate service to seniors
- Ability to lift & push to assist wheelchair-bound clients in boarding & exiting van

To apply: email resume to jobs@catholiccharities.cc or fax to: 516.733.7038. Please reference “CDL Drivers” in the subject line of your email/fax.

A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers

Catholic Charities of Long Island - An Equal Opportunity Employer

v.10.2.19