**Job Opportunities at Catholic Charities**

**Date: 9/20/2017**

Full and part-time salaried employees are entitled to benefits if scheduled to work more than 27 hours per week. You must be regularly scheduled to work a min. of 35 hrs./wk. to be eligible for the Pension Plan.

### Full & Part-Time Positions

<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>Night Shift Supervisor</td>
<td>FT – 37.5 hrs./wk.</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Finance</td>
<td>Bookkeeper II</td>
<td>FT – 35 hrs./wk.</td>
<td>Hicksville</td>
</tr>
<tr>
<td>Housing Administration</td>
<td>Social Services Coordinator</td>
<td>PT – 28 hrs./wk.</td>
<td>Brentwood</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Client Advocate*</td>
<td>FT – 35 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Clinic Coordinator*</td>
<td>FT – 35 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Social Worker I</td>
<td>FT – 35 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Assistant Office Manager*</td>
<td>FT – 35 hrs./wk</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Habilitation/ Compliance Specialist</td>
<td>FT – 35 hrs./wk</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Residential Manager*</td>
<td>FT – 40 hrs./wk (10am – 6pm, Tues – Sat)</td>
<td>Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>RN Supervisor*</td>
<td>FT – 35 hrs./wk</td>
<td>Nassau County</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 30 hrs./wk (10pm – 8am, Fri; 5pm-8am Sat.; 5pm-10pm Sun.)</td>
<td>Aquebogue</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 30 hrs./wk (11pm – 9am, Thurs - Sat)</td>
<td>Copiague</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>PT – 30 hrs./wk (3pm – 9pm, Sun – Thurs)</td>
<td>Hampton Bays</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>PT – 35 hrs./wk (3pm – 9pm, Fri; 4pm – 11pm, Sat, Sun; 3pm-9pm, Mon; 3pm-9pm, 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, Fri., 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>Siena Residence</td>
<td>Residence Counselor*</td>
<td>FT – 40 hrs./wk. (includes weekend hours)</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Teaching Family Home Program</td>
<td>House Manager*</td>
<td>FT – 40 hrs./wk.</td>
<td>Bethpage</td>
</tr>
<tr>
<td>Teaching Family Home Program</td>
<td>Residence Counselor*</td>
<td>FT – 40 hrs./wk.</td>
<td>Farmingdale</td>
</tr>
<tr>
<td>Teaching Family Home Program</td>
<td>Residence Counselor*</td>
<td>FT – 40 hrs./wk.</td>
<td>Manorville</td>
</tr>
</tbody>
</table>

### Application Instructions:

To apply for a position, please send a letter of interest, your updated resume, and salary requirements to: Catholic Charities Human Resources Dept., 90 Cherry Lane, Hicksville, NY 11801 or FAX to #516-733-7038 or email to: jobs@CatholicCharities.cc

Please be sure to reference full JOB TITLE you wish to be considered for in your cover letter, email or fax cover sheet.
<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity Supplemental Food Program</td>
<td>Eligibility Specialist</td>
<td>22 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>Driver *</td>
<td>Up to 19 hrs./wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Clinic Office Associate</td>
<td>19 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Physician</td>
<td>4 hrs./wk.</td>
<td>Bay Shore</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>Psychiatrist</td>
<td>18 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>RN</td>
<td>7 hrs./wk.</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>Physician</td>
<td>4 hrs./wk.</td>
<td>Medford</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>RN</td>
<td>7 hrs./wk.</td>
<td>Medford</td>
</tr>
<tr>
<td>Project Veteran Independence</td>
<td>Housing Manager *</td>
<td>21 hrs./wk.</td>
<td>Freeport</td>
</tr>
<tr>
<td>Regina Maternity Services</td>
<td>Direct Support Professional *</td>
<td>9 hours every other Saturday</td>
<td>Merrick</td>
</tr>
<tr>
<td>Regina Maternity Services</td>
<td>LPN *</td>
<td>21 hrs./wk. (Mon – Fri, early am hours, some flexibility)</td>
<td>Merrick</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>RN Supervisor*</td>
<td>10 hrs./wk.</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>RN Supervisor*</td>
<td>7 hrs./wk.</td>
<td>Huntington Stn.</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>17 hrs./wk. (4pm–8pm, Fri; 9am-4pm, Sat; 9am-3pm, Sun)</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>19 hrs./wk. (3pm –11pm, Fri; 9am - 8pm, Sun)</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>16 hrs./wk. (2:30pm – 10:30pm, Fri &amp; Sat)</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>8 hrs./wk. (3pm – 11pm, Sun)</td>
<td>Amityville</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>16 hrs./wk. (12am – 8am, Sat &amp; Sun)</td>
<td>Aquebogue</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>24 hrs./wk. (3-11pm, Mon, Wed; 8am-4pm Sun.)</td>
<td>Copiague</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>20 hrs./wk. (5am – 9am, Mon-Fri.)</td>
<td>Copiague</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>5 hrs./wk. (4 – 9pm, Sat.)</td>
<td>Copiague</td>
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<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>16 hrs./wk. (3pm – 11pm, Sat; 9am-5pm, Sun)</td>
<td>Hampton Bays</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>24 hrs./wk. (3pm – 11pm, Sat, Sun, Mon.)</td>
<td>Manhasset</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>15 hrs./wk. (6:30am – 9:30am, Mon - Fri.)</td>
<td>Valley Stream</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>16 hrs./wk. (9am – 5pm, Sat &amp; Sun)</td>
<td>West Babylon</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>12 hrs./wk. (9am – 3pm, Sat &amp; Sun)</td>
<td>West Babylon</td>
</tr>
</tbody>
</table>
## Scheduled Hourly Positions - Continued

<table>
<thead>
<tr>
<th>Senior Services</th>
<th>CDL Driver*</th>
<th>14 hrs./wk.</th>
<th>Massapequa Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Services</td>
<td>CDL Driver* (2)</td>
<td>12 - 14 hrs./wk.</td>
<td>Oceanside</td>
</tr>
<tr>
<td>Teaching Family Home Program</td>
<td>RN *</td>
<td>20 hrs./wk.</td>
<td>Freeport</td>
</tr>
</tbody>
</table>

## On Call (Hourly) Positions

<table>
<thead>
<tr>
<th>Area</th>
<th>Position</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>Cook</td>
<td>Hourly as needed</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>CDC I</td>
<td>Hourly as needed</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>LPN</td>
<td>Hourly as needed</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence (Talbot)</td>
<td>RN</td>
<td>Hourly as needed</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>Maintenance Worker</td>
<td>Hourly as needed</td>
<td>Bohemia</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>Receptionist</td>
<td>Hourly as needed</td>
<td>Commack</td>
</tr>
<tr>
<td>Chemical Dependence Services</td>
<td>CDC II (bi-lingual Spanish/ English preferred)</td>
<td>Hourly as needed</td>
<td>Hampton Bays</td>
</tr>
<tr>
<td>Meals on Wheels – Nassau</td>
<td>Driver*</td>
<td>Hourly as needed</td>
<td>Freeport</td>
</tr>
<tr>
<td>Meals on Wheels – Suffolk</td>
<td>Driver*</td>
<td>Hourly as needed</td>
<td>Amityville</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>NPP (Psychiatric Nurse Practitioner)</td>
<td>Hourly as needed</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Regina Maternity Services</td>
<td>Residence Counselor*</td>
<td>Hourly as needed</td>
<td>Merrick</td>
</tr>
<tr>
<td>Residential Services (OPWDD)</td>
<td>Direct Support Professional *</td>
<td>Hourly as needed</td>
<td>Various Nassau/Suffolk locations</td>
</tr>
<tr>
<td>Siena Residence</td>
<td>Residential Counselor/Direct Care*</td>
<td>Hourly as needed</td>
<td>Bay Shore</td>
</tr>
<tr>
<td>Senior Services</td>
<td>CDL Driver*</td>
<td>Hourly as needed</td>
<td>Franklin Square</td>
</tr>
<tr>
<td>Senior Services</td>
<td>CDL Driver*</td>
<td>Hourly as needed</td>
<td>Massapequa Park</td>
</tr>
<tr>
<td>Senior Services</td>
<td>CDL Driver*</td>
<td>Hourly as needed</td>
<td>Oceanside</td>
</tr>
<tr>
<td>Teaching Family Program</td>
<td>Residential Counselor/Direct Care*</td>
<td>Hourly as needed</td>
<td>Various Nassau/Suffolk locations</td>
</tr>
</tbody>
</table>

*Must have a valid NYS driver’s license*
EMPLOYMENT OPPORTUNITY

Direct Support Professionals in Group Homes for Developmentally Disabled Adults

Locations in Nassau, Western Suffolk & the East End, Ll.
Starting Salary: $12.17/hr.

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 strong 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.

Catholic Charities – Diocese of Rockville Centre
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"Care With Dignity... Life With Hope”

v. 2.23.15
EAST END (North & South Forks) of Long Island

Direct Support Professionals - Group Homes for Developmentally Disabled Adults
DSP Salary: $12.17/hr.

Hampton Bays Residence Schedule:
- **Full-time Senior Residential Counselor** – (3p-11p, Mon-Fri.) Hybrid position encompassing Direct Support Professional responsibilities with staff delegation, training/coaching, and various administrative functions. In addition to basic DSP qualifications (below), this position requires **at least 2 yrs. experience working with developmentally disabled individuals in a residential setting**.
- **On Call DSPs** (Flexible availability on weekends needed; availability weekday evenings a plus)

Aquebogue Residence Schedule:
- 40 hrs./wk. – Evening shift DSP (3p-11p Mon.-Thurs.; 4p-12a Sunday)
- 30 hrs./wk. – Overnight DSP (10p-8a Fri; 5p-8a Sat.; 5p-10p Sun.)
- 16 hrs./wk. – Overnight DSP (12 midnight – 8a Sat & Sun)
- **On Call DSPs** (Flexible availability on weekends needed; availability weekday evenings a plus)

Southold Residence Schedule:
- **On Call DSPs** (Flexible availability on weekends needed; availability weekday evenings a plus)

Position Description:
We are seeking **DIRECT SUPPORT PROFESSIONALS** to care for our adults with developmental disabilities in group homes located in **Hampton Bays, Aquebogue & Southold on the East End of LI**. Our ideal candidate will possess a “mission spirit,” and a desire to get to know the individual through assessment & 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:
- Relevant 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

Some experience with developmentally disabled individuals is a plus.
Positions with more than 27 regularly scheduled hours are accompanied by a comprehensive benefits plan.

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax: 516.733.7038
Please reference "East End DSP" in the subject line of your email or fax
"Care With Dignity... Life With Hope”
EMPLOYMENT OPPORTUNITIES

Direct Support Professionals - Group Homes for Developmentally Disabled Adults
Manhasset, LI, NY

Starting pay rate: $12.17/hr.

- 40 hrs./wk. – Evenings (3-11pm, Wed-Sun)
- 24 hrs./wk. – Evenings (3-11p, Sat, Sun, Mon)
- On Call DSPs (Flexible availability on weekends needed; availability weekday evenings a plus)

**Position Description:**
We are seeking caring DIRECT SUPPORT PROFESSIONALS with a passion for lending their skills & abilities to help our developmentally disabled adults with profound hearing impairment residing in a group home in Manhasset, LI to achieve their goals and experience pride in what they have accomplished.

Our ideal candidate will possess a “mission spirit,” and a desire to get to know the individual through assessment & 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:**
- Relevant 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

Some experience with developmentally disabled individuals is a plus.

**Positions with more than 27 regularly scheduled hours are accompanied by a comprehensive benefits plan.**

**Email resume and cover letter of interest to:** jobs@catholiccharities.cc or fax: 516.733.7038

Please reference "Manhasset DSP” in the subject line of your email or fax

Catholic Charities – Diocese of Rockville Centre
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“Care With Dignity; Life With Hope”

v.8.7.17
EMPLOYMENT OPPORTUNITY

Direct Support Professionals / Residence Counselors – Teaching Family Home Program
(Full-time and On Call opportunities available)

Manorville, L.I.

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 operates 5 Teaching Family Homes on Long Island that provide community-based residential treatment for children and adolescents age 5 through 17 who suffer serious emotional difficulties. Each home houses 4 youths and 2 Teaching Parents, a married couple, who provide support and teach skills for successful living in the community. Each child’s family is extensively involved in treatment, with the goals of stabilizing the family and returning the child to his or her home.

Position Description:
We are seeking Residence Counselors (Direct Support Professionals) to provide care, support and assistance to the resident children & adolescents in the Teaching Family Home located in Manorville, LI under the guidance & direction of the Teaching Parents.

In this role, you will implement individual service plan goals & objectives with the residents using established Teaching Family Model modalities. Key activities include: participating in social/recreational activities; providing crisis intervention and behavior management; providing awake night supervision; completing household chores; and preparing nutritious meals.

The Residence Counselor is a key member of the service team, participating in the service planning & review process and advising the Teaching Parents of significant changes or issues affecting residents.

Our ideal candidate will possess:
- A sincere desire to contribute to the mission of the Teaching Family Homes Program;
- High School Diploma or GED;
- Some experience overseeing minors;
- Clean, valid NYS Driver’s License;
- The ability to successfully complete background check including fingerprinting & NYS Children’s Registry screening.

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038. Please note “Teaching Family DSP” in the subject line of your email or fax.

Catholic Charities – Diocese of Rockville Centre
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**EMPLOYMENT OPPORTUNITY**

**On Call Direct Support Professionals** (up to 19 hours/week)
**Regina Maternity Services – Merrick, Long Island**

We are seeking **On Call Direct Support Professionals** to assist and supervise our pregnant and parenting teens who live in a supportive group home in **Merrick, LI**. Emphasis is placed on preparing the girls for the challenges of parenting and working. In this role, you will also provide direct care to the residents on an as needed basis. A variety of shifts are available: late afternoon/evening, overnight and weekend; some day shift opportunities are also available. Flexibility is needed as oftentimes there are shifts that must be covered at the last minute.

**Primary Responsibilities:**
- Provide supervision of and direct care to the residents;
- Coach residents to set and achieve goals related to balancing the responsibilities of parenting with other areas of their lives;
- Delegate, monitor performance and reinforce household work schedules and residence rules & responsibilities;
- Arrange, transport and accompany residents to medical appointments and for recreational activities in the Catholic Charities van for which training is provided;
- Supervise the administration of resident medications;
- Complete all necessary written documentation, e.g., operational logs and incident reporting;
- Perform household maintenance tasks as needed.

**Basic Requirements:**
- A strong desire to provide “person-centered” care;
- Ability to work positively and productively within a team;
- Well-developed communication and interpersonal skills;
- Good organizational skills w/ strong attention to detail are needed;
- Direct care experience and experience working with pregnant/parenting teens a plus;
- Bi-lingual (fluency) in English/Spanish is a plus.
- HS diploma or GED required;
- Clean, 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 include “Regina DSP” in the subject line of your email or fax.**

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"Care With Dignity... Life With Hope”

v. 2.23.15
EMPLOYMENT OPPORTUNITY

DIRECT SUPPORT PROFESSIONALS – Siena Residence, Bay Shore, LI
(Full-time “awake overnight” & flexible On Call shifts available)

Salary: $12.17/hr.

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 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;
- Supervising daily medications and advocating for residents with the medical community.

Qualifications Include:
- 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

And for the On Call shifts – Up to 27 hrs./wk.: Flexible evening and weekend availability needed

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

MAKE A DIFFERENCE IN THE LIVES OF OTHERS BY WORKING FOR CATHOLIC CHARITIES. We look forward to hearing from you!
Catholic Charities - An Equal Opportunity Employer
“Care With Dignity... Life With Hope”

v.5.17.16
EMPLOYMENT OPPORTUNITY

RESIDENTIAL MANAGER – Group Home for Developmentally Disabled Adults
West Babylon, NY

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

We are looking for individuals who have a passion for lending their skills and talents to help our developmentally disabled adults residing in our Babylon group home to achieve their goals and experience pride in what they have accomplished.

Responsibilities:
- Ensuring continuous quality of resident care is provided, 24 hrs./day, 7 days/week.
- Developing and implementing individualized service plans & protective oversight plans.
- Coordinating with medical staff to address resident medical concerns and continuing treatment plans.
- Managing staff scheduling, training, performance management and regulatory compliance.
- Ensuring staff awareness and compliance with regulations, agency policy and procedures.
- Maintaining in-depth knowledge of emergency procedures and protocols, providing staff in-service training and periodic practice drills.
- Maintaining required documentation, including accuracy and timeliness of data (e.g., Res Hab, petty cash, resident progress notes).
- Building and maintaining productive relationships with resident family members.
- Overseeing optimal household maintenance and adherence to budgets.
- Ability and willingness to assist in direct support of residents as needed.

Qualifications:
- BA/BS plus 2 years’ or HSD/GED plus 4-5 years’ directly related experience that includes some management or staff supervisory experience. Prior experience managing a group home for developmentally disabled adults is a strong plus.
- Must have prior experience working with developmentally disabled adults.
- Prefer experience working with clients with mental health diagnoses.
- Clean, valid NYS Driver's License.

Email or fax resume and cover letter of interest to: Jobs@catholiccharities.cc or fax to 516-733-7038. Please note "Residential Mgr/DD" in the subject line of your email or fax.

MAKE A DIFFERENCE IN THE LIVES OF OTHERS BY WORKING FOR CATHOLIC CHARITIES. We look forward to hearing from you!

Catholic Charities – An Equal Opportunity Employer

v.5.23.17
EMPLOYMENT OPPORTUNITY

R.N. SUPERVISOR

Full time opportunity – 35 hours per week – Western Nassau

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

*If you want to provide compassionate care for our adults with development disabilities,* then, please consider working as a *R.N. Supervisor* in our group homes located in Western Nassau.

**Position Description:**
We are seeking a talented, seasoned **Registered Nurse** to oversee and provide delivery of individualized, quality medical and psychiatric care

**Responsibilities:**
- Coordination and oversight of appropriate medical and psychiatric care for residents;
- Management and attendance at critical resident medical and psychiatric appointments;
- Accountability for proper documentation, timely treatment plan follow up and consistent regulatory compliance;
- Development and delivery of formal in-service staff training in policies, procedures and protocols, as well as ongoing one-on-one performance coaching.
- Rotational on-call coverage.

**Requirements:**
- 3 – 5 years clinical experience required. Experience working with Developmentally Disabled Adults preferred;
- Current, valid NYS Registered Nurse License;
- 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 "RN Supervisor – OPWDD- Nassau" in the subject line of your email.**

Catholic Charities – Diocese of Rockville Centre - An Equal Opportunity Employer

MAKE A DIFFERENCE IN THE LIVES OF OTHERS BY WORKING FOR CATHOLIC CHARITIES.

v.7.12.17
EMPLOYMENT OPPORTUNITY

R.N. SUPERVISOR – DEVELOPMENTALLY DISABLED ADULTS

Scheduled hourly opportunities: 7 hours per week – Huntington Station, LI
10 hours per week – Amityville, LI

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

If you want to provide compassionate care for our adults with development disabilities, then, please consider working as a R.N. Supervisor in our group homes located in Huntington Station and Amityville, Long Island.

Position Description:
We are seeking a talented, seasoned Registered Nurse to oversee and provide delivery of individualized, quality medical and psychiatric care.

Responsibilities:
• Coordination and oversight of appropriate medical and psychiatric care for residents;
• Management and attendance at critical resident medical and psychiatric appointments;
• Accountability for proper documentation, timely treatment plan follow up and consistent regulatory compliance;
• Development and delivery of formal in-service staff training in policies, procedures and protocols, as well as ongoing one-on-one performance coaching.

Requirements:
• 3 – 5 years clinical experience required. Experience working with Developmentally Disabled Adults preferred;
• Current, valid NYS Registered Nurse License;
• 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 Manager, 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 “RN Supervisor – OPWDD – Huntington” OR "RN Supervisor – OPWDD – Amityville“ in the subject line of your email.

Catholic Charities – Diocese of Rockville Centre - An Equal Opportunity Employer

V 8.22.17
EMPLOYMENT OPPORTUNITY

Licensed Practical Nurse (LPN) – Regina Maternity Services
Merrick, LI - 21hrs./week

We are always looking for individuals to be a part of the mission of Catholic Charities and provide “Care With Dignity...Life With Hope”

We are seeking a talented, self-starting NYS-certified LPN with a background in medical and psychiatric care to work in our Regina Residence where we provide care for pregnant and parenting young women and their children.

In this role, you will provide medical supervision and ongoing nursing care in accordance with program requirements and client needs. This role will also involve contributing as a functioning team member of the Direct Support Staff, as needed.

Key Activities Include:

- Assess residents’ overall medical status, arrange medical appointments and attend or transport residents to doctors as needed.
- Visit residents in hospital and at home as needed to maintain up-to-date knowledge of patients’ status & needs.
- Coordinate client discharge plan in conjunction with hospital, residence manager and other involved staff.
- Serve as program liaison with physicians.
- Advise the Residence Manager, Program Coordinator and/or Program Director of any changes in client’s health, and document changes in logs and file notes.
- Deliver general education & support to residents in areas of treatment and health maintenance;
- Provide consistency in direct care, guidance, assistance, supportive counseling and supervision to the residents to promote independent living skills. This includes assisting with any special care resident requirements.
- Participate in the Behavior Management Program, goal planning and review process for each resident, including crisis intervention when needed.

Our ideal candidate will possess:

- HS Diploma/GED
- NYS Licensed Practical Nurse certification
- Previous experience with client population and mental health diagnoses preferred.
- Demonstrated ability to work collaboratively as part of a team.
- Strong interpersonal communication skills including listening and conflict mediation skills.

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

Catholic Charities - An Equal Opportunity Employer
v.7.24.17
EMPLOYMENT OPPORTUNITY

DIRECT SUPPORT PROFESSIONAL
Regina Maternity Services

Awake Shift: Saturday 10 PM – 7 AM– every other week

We are always looking for individuals to join the ministry 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 a Direct Support Professional 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 “Weekend DSP – Regina” in the subject line of your email.

Catholic Charities – Diocese of Rockville Centre -An Equal Opportunity Employer

v.9.5.17
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 Psychi atrist. 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.

Catholic Charities – Diocese of Rockville Centre

An Equal Opportunity Employer

"Care With Dignity... Life With Hope”

v.5.15.17
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.

Catholic Charities – Diocese of Rockville Centre
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"Care With Dignity... Life With Hope”

v.11.25.15
EMPLOYMENT OPPORTUNITY

On Call (per diem) Chemical Dependency Counselor I – Talbot House, Bohemia, LI
(12.5 hr. shifts – 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.

Catholic Charities- Diocese of Rockville Centre - An Equal Opportunity Employer

v.7.13.17
EMPLOYMENT OPPORTUNITY

ON CALL MAINTENANCE WORKER
Talbot House - Chemical Dependence Services, Bohemia, LI

Flexible availability needed: Monday – Friday, 8 am – 4 pm

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 a multi-talented facilities maintenance worker with flexible weekday availability to work on an On Call/As Needed basis. In this role, you will perform housekeeping, janitorial, and general facilities maintenance duties.

Key activities will include:
- Ensuring facility’s general cleanliness & safety
- Performing minor “household“ type repairs & replacements (e.g., changing lightbulbs, unclogging drains)
- Oversee clients who volunteer for household chores/projects
- Driving agency vehicle for local pickups/deliveries; transporting clients as needed

Our ideal candidate will possess:
- HS Diploma/GED required
- At least 1 year general maintenance experience preferred
- Flexible availability and willingness to work on an On Call/As Needed basis during weekdays, as noted above.
- Ability to lift and move heavy items (e.g., laundry bags); ability to stand and/or drive for long periods of time.
- Well-developed interpersonal skills, “emotional intelligence“ and ability to “lead by example”
- Demonstrated ability to adhere to operational practices & protocols, standards of professional behavior, and alignment with Catholic Charities values & mission
- Must have a valid NYS Driver’s License

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038
Please reference "Talbot On Call Maintenance” in the subject line of your email or fax.

Catholic Charities – Diocese of Rockville Centre
An Equal Opportunity Employer
"Care With Dignity... Life With Hope”

V.8.5.16
EMPLOYMENT OPPORTUNITY

CLINIC COORDINATOR – Mental Health Services – Bay Shore, LI
(Full time opportunity – 35 hours per week)

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

Position Description:
We are seeking an experienced Clinic Coordinator (LCSW) with demonstrated staff supervision, therapeutic counseling & case management skills, as well as in-depth knowledge of current treatment modalities in the fields of mental health & chemical dependence. In this role, you will manage the clinic’s staffing, services, operations and activities.
Benefits include: 4 weeks’ vacation, 16 paid holidays, health/dental, free life insurance, tuition assistance, and a retirement savings program.

Key Responsibilities:
- Develop and implement clinic operational policies and procedures to ensure compliance and efficient operations.
- Supervise clinic staff including scheduling, conducting performance appraisals, staff development and counseling.
- Provide direct client psychotherapy services, assessing and evaluating service needs and preparing progress notes.
- Consult (in person or telephone) with clients, family members and others regarding treatment, referrals or policy.
- Maintain contact with community and governmental agencies and professional associations to provide information about clinic services and/or discuss or refer client needs.
- Ensure clinic facilities are maintained and all necessary equipment, supplies or materials are ordered.
- Prepare statistical reports and data as required.
- Manage clinic billing practices ensuring staff are using Netsmart effectively, accurately & within required time frames.

Basic Requirements:
- MSW plus LCSW credentialing. CASAC a plus.
- At least 5 -7 years’ staff supervisory experience working in addictions, recovery and rehabilitation environment.
- Demonstrated knowledge of, and experience in, treatment of chemical dependence and mental illness.
- Valid NYS Driver’s License.

Our ideal candidate will possess:
- The ability to provide a stabilizing influence in all interactions with clients, staff, families & service providers. Well-versed in crisis management & intervention techniques.
- A collaborative, team approach to sharing expertise and transfer of specialized knowledge to staff.
- Excellent time management skills to meet program and billing deadlines.
- Willingness and ability to travel locally to visit clients.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038. Please reference “Clinic Coordinator – Bay Shore” in the subject line of your email.

v.7.12.17
EMPLOYMENT OPPORTUNITY

CASE MANAGER – SENIOR CASE MANAGEMENT PROGRAM - FREEPORT

We are seeking a talented, experienced case manager to join the ministry of Catholic Charities. Based out of our Freeport Office, the Case Manager will offer supportive services to Seniors living in Nassau County in order to deliver “Care with Dignity...Life with Hope.”

Responsibilities include:

- 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 necessary contacts and respond to governmental agency reporting requirements and deadlines.

Requirements include:

- A Bachelor’s Degree in Social Work, Human Services or a related field.
- A strong interest in working with Seniors.
- Bi-lingual capability 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 such as progress notes, reports, application forms, and necessary records.
- Ability to establish professional, productive relationships with other agencies and community organizations regarding client needs.
- Ability to work a flexible schedule for client/family visits on occasion.
- Computer literacy including Microsoft Word and Outlook.
- A valid NYS Driver’s License.
- Must 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.

Catholic Charities – An Equal Opportunity Employer
EMPLOYMENT OPPORTUNITY

PT R.N./Nurse Educators – Teaching Family Homes Program
(20 hrs./wk. – flexible weekday afternoon shifts)
(Nassau & Suffolk locations)

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?

Catholic Charities operates Teaching Family Homes that provide community-based residential treatment for youth age 5 through 18 who suffer serious emotional difficulties. Each home houses up to 4 youths supervised either by 2 Teaching Parents or a Residential Manager who, with full time staff, provide support and teach skills for successful living in the community. Each youth’s family is extensively involved in treatment, with the goals of stabilizing the family and returning the child to his or her home.

We are seeking licensed Registered Nurses with at least 1 year of direct healthcare experience with children to provide nursing care to the youth who reside in our Teaching Family homes. In this role, you will be a key member of the service team, using your knowledge of standard nursing procedures to monitor & assess the youths’ needs for care.

Key activities include:

- Educating and supporting the resident youth in areas of treatment and health maintenance.
- Ensuring individualized medication procedures are followed.
- Advising RN supervisor & Teaching Parents/Residential Manager of any significant changes in youth’s health condition and/or treatment issues.
- Maintaining ongoing supporting documentation related to youth’s healthcare.

Our ideal candidate will possess:

- NYS Registered Nurse license and a 2 year degree (at minimum) is required.
- At least 1 year of direct patient care experience; some experience with individuals with a mental health diagnosis is preferred.
- Well-developed interpersonal skills and strong attention to detail.
- The ability to provide individualized treatment in a positive, affirming manner.
- Valid NYS Driver’s License

Email resume and cover letter of interest to: jobs@catholiccharities.cc or fax to: 516.733.7038. Please note “R.N. - TF” in the subject line of your email or fax.

We are always looking for individuals to join the ministry of Catholic Charities

Catholic Charities – Diocese of Rockville Centre
An Equal Opportunity Employer
“Care with Dignity; Life with Hope”

v.6.20.16
EMployment opportunity

Social Worker – Mental Health Services – Bay Shore

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

If you want to provide compassionate care for our adults and adolescents with mental health diagnoses, then, please consider the position of Social Worker in our clinic located in Bay Shore.

Position Description:
We are seeking a dedicated mental health practitioner to provide individual, family and group counseling and/or psychotherapy following written treatment plans for clients. This position reports to the Clinic Program Coordinator and includes a full benefits package.

Responsibilities:

- Participate in client Intake process as well as in preparation/documentation of comprehensive treatment plan.
- Provide ongoing client therapy including crisis intervention as needed.
- Complete referrals to Psychiatrist, and consult with additional professionals and agencies as needed.
- Prepare progress notes and maintain records.
- Establish fee-for-service based on guidelines while working with other applicable staff when necessary
- Conduct client home visits to counsel or monitor treatment plan as required.
- Maintain 124 units of service per month.

Requirements:

- Prior experience must include working in the Mental Health field and in Chemical Dependency.
- Master’s in Social Work or Master’s in Mental Health Counseling + LICENSE (LMSW or LMHC).
- Ability to deliver individual, family and group counseling.
- May require some flexibility to work on a Saturday or evening hours as needed.

To apply - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference “Social Worker - Clinic” in the subject line of your email.

Catholic Charities – Diocese of Rockville Centre
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v.9.20.17
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, 16 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!

CATHOLIC CHARITIES – DIOCESE OF ROCKVILLE CENTRE
An Equal Opportunity Employer

v.1.5.17
EMPLOYMENT OPPORTUNITY

“ON CALL” RECEPTIONISTS – Commack, LI
Chemical Dependence Services Outpatient Clinic
(Flexible availability for Opening shift: 8:30a – 1:00p; and/or Closing shift: 4:30p – 9:00p)

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

Program Description:
Our Chemical Dependence Services 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:
For this “On Call/As Needed” contingency staff role, we are seeking talented, welcoming office receptionists who are PC-proficient, well-versed in office clerical/administrative functions and possess a sincere interest in helping our clients to achieve their goals. In this role, you will perform front-desk reception duties & provide clerical/administrative support to the counseling staff in a busy clinic office environment.

Key Activities Include:
- Receive visiting clients, orienting them to clinic procedures, facilitating completion of intake forms and scheduling of appointments.
- Answer or relay telephone inquiries to appropriate staff members.
- Perform office opening/closing procedures, including opening/securing confidential patient files, electronic records, and daily cash.
- Stage/maintain ready supply of office equipment, supplies, forms, etc.
- Collect & record fees-for-service; track payment records & prepare collection letters as needed.

Basic Requirements:
- HS Diploma/GED;
- At least 2 years of experience in a “front desk” or direct customer service role that demonstrates the ability to provide excellent “customer care” in a high-volume, multi-priority, deadline-oriented work environment;
- PC proficiency;
- Reasonable availability for per diem shifts in the Commack clinic, sometimes with little notice.

Our ideal candidate will possess:
- Demonstrated strong interpersonal & telephone communication skills
- Strong attention to detail & accuracy
- Well-developed organizational skills including effective prioritization and follow up
- Experience working with customers with diverse cultural backgrounds a plus
- Bi-lingual (Spanish/English) skills are a strong plus

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

Catholic Charities – Diocese of Rockville Centre
An Equal Opportunity Employer

v.8.22.16
EMPLOYMENT OPPORTUNITY

ASSISTANT OFFICE MANAGER
Residential Services for Developmentally Disabled Adults Program Amityville, LI
(Full time opportunity; M-F; 35 hours per week)

We are always looking for individuals to join the ministry of Catholic Charities and contribute to our mission of “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.

Position Description:
Based in the program’s headquarters in Amityville, LI, the Assistant Office Manager provides administrative and clerical support to the Office Manager, Residence Facilities Manager and the Billing & Entitlement Specialist.

A competitive salary and a full benefits package accompanies the position. Benefits include 3 weeks’ vacation, 16 paid holidays, contributory health/dental insurance, free life insurance, tuition assistance, and retirement planning.

Key Responsibilities:
• Process, monitor & track billing, expenses, maintenance & purchase orders to ensure timely, accurate processing, budget adherence, regulatory compliance and records retention.
• Review & reconcile expense receipts against monthly statements, forwarding documentation to Finance.
• Identify variances, discrepancies, inconsistencies & purchasing trends, communicating to appropriate management personnel.
• Identify & recommend opportunities for cost savings and operational efficiencies.
• Collaborate with the Residential Facilities Coordinator in the implementation and monitoring of emergency preparedness protocols including evacuation to designated shelters. Perform ongoing monitoring to ensure continual preparedness to meet emergency needs of program residences.
• Travel island-wide to work onsite at residences, as needed.

Basic Requirements:
• HS diploma/GED and at least 4 yrs. of related office experience
• Work experience that includes billing/financial processing, purchasing and/or facilities maintenance is strongly preferred.
• Strong intermediate-level proficiency in Microsoft Office (especially Excel spreadsheets).
• Clean, valid NYS Driver’s License and the ability to travel to residences located throughout Nassau & Suffolk.
• Ability to accommodate a somewhat flexible work schedule as needed for events & operational emergencies (e.g., weekends and evenings).

Our ideal candidate will possess:
• Well-developed analytical skills and attention to detail.
• Organizational/project management skills & the ability to work effectively in a multi-priority/deadline environment.
• Strong interpersonal communication & problem-solving skills.
• A collaborative, team approach to sharing expertise and supporting program & staff objectives.

TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference “Asst. Office Mgr. “in the subject line of your email.
Catholic Charities – Diocese of Rockville Centre. An Equal Opportunity Employer

v.8.22.17
EMPLOYMENT OPPORTUNITY

Bookkeeper II - Hicksville, NY

We are seeking a full time Bookkeeper II to join the ministry of Catholic Charities to support programs that provide services to Long Islanders in need.

Position Description:
Our ideal candidate will be a well-organized, detail-oriented professional who can ensure timely, accurate processing of daily and monthly schedules.

Responsibilities:
- Enter vouchers into accounting system on a timely basis. Inspect vouchers for accuracy and include supportive documentation (bills, invoices, petty cash slips). Assure invoices are signed.
- Prepare payment package for vendor, attaching all correct information.
- Process manual payments for vouchers that require it.
- Prepare and complete bank deposits several times per week.
- Prepare daily cash flow report showing changes in cash receipts, disbursements, and payroll accounts.
- Compile and prepare New York State gas sales tax returns.
- Compile Agency travel expense reimbursement sheets for payroll department to process.

Requirements:
- HS diploma/GED;
- Relevant work experience including understanding of debits and credits;
- Competency with MS Word, Excel & Outlook;
- Strong organizational skills, including follow-up and recordkeeping;
- Ability to perform effectively in a multi-priority, deadline environment.
- Valid NYS Driver’s license with ability to travel to/from bank 2-3 times per week.

Additional Skills:
- Strong attention to detail and analytical ability;
- Well-developed communication skills; written & verbal;
- Experience with accounting software is helpful.

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

Catholic Charities – Diocese of Rockville Centre
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“Care With Dignity; Life With Hope”

v.9.12.17
EMPLOYMENT OPPORTUNITY

Social Service Coordinator – Housing Department – Brentwood, L.I.
Part-time - 28 hrs./wk.

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

Currently, we are seeking a compassionate, engaging **Social Service Coordinator**, with strong client service skills to provide outreach and advocacy services to senior citizens and the disabled residing or seeking to reside in Catholic Charities sponsored housing. In this role, you will also liaise with the Management Company Agent, the Property Manager and the Catholic Charities Advocacy Supervisor to ensure resident safety and health. Must promote and demonstrate highest level of integrity when dealing with seniors and disabled populations.

**Responsibilities include:**

- Schedule new applicant reviews by screening applications, pre-determining eligibility and forwarding applications with supportive documentation to the Managing Agent.
- Assess resident needs and assist residents in accessing governmental services from agencies such as Office of Aging, Transportation and Office for Persons with Disabilities.
- Develop and maintain key relationships with the onsite Housing Specialist and Property Manager regarding any resident problems.
- Assist Occupancy Specialist with annual financial re-certifications.
- Prepare weekly reports and monthly calendars, and forward to Catholic Charities Advocacy Supervisor and Managing Agent.
- Mediate tenant disputes and refer them to Catholic Charities Advocacy Supervisor as needed.
- Prepare resident incident and accident reports, and maintain resident emergency contact information.

**Our ideal candidate will possess:**

- High school diploma/GED.
- Experience caring for Senior Citizens preferred.
- Superior organizational skills combined with excellent written and verbal communication skills.
- Adept at outreach within site community and engaging people from a variety of ethnic/cultural backgrounds.
- Ability to collaborate as part of a team.
- Computer Literate: familiar with Microsoft Word and Outlook.
- Must perform work onsite in office. Must be available to observe and respond to resident needs.
- Bilingual Spanish/English a plus.

*Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) or fax to: 516.733.7038. Please reference "Social Service Coordinator" in the subject line of your email.*

Catholic Charities – Diocese of Rockville Centre - An Equal Opportunity Employer

v.7.20.17
EMPLOYMENT OPPORTUNITY

Commodity Supplemental Food Program - Freeport, NY
Part-time Eligibility Specialist - 22 hours/week

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

Program Description:
The Commodity Supplemental Food Program (CSFP) provides more than 6000 free food packages each month to low-income seniors throughout LI. In addition, CSFP offers clients guidance in preparing nutritious meals, cooking demonstrations, information provided by nutritionists, and referrals to healthcare and social service agencies for other needed services.

Position Description:
The Eligibility Specialist reviews and certifies participant documentation for eligibility in the program; also reviews and prepares shopping lists based on participant food item selections. In this role, you will report to the Program Manager, based in our Freeport office and warehouse. Key activities include: recording participant data onto written forms and the NYS FANIS system; answering inquiries regarding eligibility for services, certifying eligibility & referring callers to other organizations for services/activities not covered by CSFP.

Basic Requirements:
• HS diploma/GED
• Some relevant work experience involving customer service is desired
• Basic PC proficiency, including familiarity with databases is preferred
• Clean, valid NYS Driver’s License

Our ideal candidate will possess:
• Good communication & interpersonal skills, including active listening; Bi-lingual skills are a strong plus.
• The ability to work effectively in a high-volume, multi-priority, customer-driven environment
• A willingness to work in the program’s mobile unit as needed to provide adequate coverage
• The ability to maintain/protect clients’ confidential data

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

Catholic Charities – Diocese of Rockville Centre
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v.9.20.17
EMPLOYMENT OPPORTUNITY

Driver -Hourly – Meals on Wheels Program – Babylon/Amityville
(up to 19 hrs./wk. – 10 AM start, M-F)
$13.69/hr.

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

Program Description:
Every weekday, the Suffolk Meals-On-Wheels program delivers hot, nutritious meals to the homebound. A Meals-on-Wheels case manager can assist the seniors in accessing other services they might need.

Position Description:
We are seeking an experienced delivery driver who is familiar with the Township of Babylon area (SW Suffolk) to deliver meals to homebound seniors while monitoring and reporting any noticeable changes in clients’ physical, emotional or mental status. In this role, you will review daily routing sheets to ensure accurate & complete meal deliveries as assigned. The Driver will pick up meals from caterer or other centralized sites, checking temperature of meals to ensure food safety and regulatory compliance. Recordkeeping of meal pick-up and delivery times, mileage and other relevant information is required.

Our ideal candidate will possess:
- HS Diploma/GED
- At least 2 years’ local delivery driving experience that includes knowledge of basic vehicle maintenance
- Valid NYS Driver’s License
- Well-developed communication (written & verbal) and interpersonal skills required.
- Ability to work a core work schedule of 19 hrs./week, Monday – Friday, beginning at 10:00 a.m.
- Solid knowledge of main and secondary routes within Southwest Suffolk County. Ability to read maps and adjust to changing routes.
- Ability to drive agency vans & cars in all types of weather conditions.
- Ability to lift up to 50 lbs.

Email resume and cover letter of interest to: jobs@catholiccharities.cc
or fax to: 516.733.7038.

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

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v.9.5.17
WE’RE HIRING!!

ON CALL CDL DRIVERS – Senior Community Service Centers,
(Franklin Square, Oceanside & Massapequa Park)

$16.07/hr. - Typical shifts: 8 am – 3:30 pm or 8:30 am – 4:00 pm

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 CDL Drivers to work on an On Call/As Needed basis, transporting senior citizens to/from their homes and community senior centers located in Franklin Square, Oceanside or Massapequa. (On Call positions may lead to regularly scheduled part-time.)

Basic requirements include:
• HS diploma or GED
• Current NYS Commercial Driver’s License (NYS CDL)
• At least 2 years’ driving experience
• A sincere desire to provide compassionate service to seniors
• Ability to drive van in all types of weather conditions
• 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 “On Call CDL Drivers” in the subject line of your email/fax.

For a full listing of our jobs and descriptions, please go to: www.catholiccharities.cc and click on the “jobs” tab.

Catholic Charities – Rockville Centre – an Equal Opportunity Employer

v.8.23.17
WE’RE HIRING!!

PART-TIME CDL DRIVERS – Senior Community Service Center

(Oceanside, LI)

$16.07/hr.

Available positions range from 6 hrs./wk. – 12 hrs./wk.

(Morning/afternoon split shifts 8 am – 3:30 pm or 8:30 am – 4:00 pm)

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 CDL Drivers to transport senior citizens to/from their homes and our community senior center located in Oceanside, LI.

Basic requirements include:

- HS diploma or GED
- Current NYS Commercial Driver’s License (NYS CDL)
- At least 2 years’ driving experience
- A sincere desire to provide compassionate service to seniors
- Ability to drive van in all types of weather conditions
- 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 “Part-time CDL Drivers” in the subject line of your email/fax.

For a full listing of our jobs and descriptions, please go to: www.catholiccharities.cc and click on the “jobs” tab.

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