



## Job Opportunities at Catholic Charities

Date: 4/12/2023

### Benefit Eligible Positions (28+ hours)

Area	Position	Hours	Location
Addiction Treatment Services	Addiction Treatment Counselor I * (bi-lingual Spanish/ English preferred)	FT – 35 hrs./ wk.	Hampton Bays
Addiction Treatment Services	Addiction Treatment Counselor II*(bi-lingual Spanish/ English preferred) (2)	FT – 35 hrs./ wk.	Hampton Bays
Addiction Treatment Services	Social Worker I or II*(bi-lingual Spanish/ English preferred)	FT – 35 hrs./ wk.	Hampton Bays
ATS – Talbot	Addiction Treatment Counselor II *	FT – 35 hrs./ wk.	Bohemia
Immigrant Services	Case Manager (Bilingual Spanish/English) *	FT – 35 hrs./ wk.	Amityville
Immigrant Services	Case Manager (bilingual French-Creole/English) *	FT – 35 hrs./ wk.	Amityville
Immigrant Services	Program Coordinator (Bilingual Spanish/English) *	FT – 35 hrs./ wk.	Amityville
Mental Health Services – Clinics	Clinic Office Assistant	FT – 35 hrs./ wk.	Bay Shore
Mental Health Services – Clinics	Psychiatric Nurse Practitioner II	FT – 40 hrs./ wk.	Medford
Mental Health Services – Clinics	Social Worker I * (4)	FT – 40 hrs./ wk.	Medford
Mental Health Services – Siena	Residence Counselor *	FT – 35 hrs./ wk.	Bay Shore
Residential Services (OPWDD)	Benefits & Entitlement Specialist	FT – 35 hrs./ wk.	Amityville
Residential Services (OPWDD)	Residence Manager *	FT – 40 hrs./ wk. Flexible schedule	Hampton Bays
Residential Services (OPWDD)	Residence Assistant Manager *	FT – 40 hrs./ wk. Flexible schedule	Copiague
Residential Services (OPWDD)	Medical Care Counselor *	FT – 40 hrs./ wk. (8am – 4pm, Mon – Fri)	Aquebogue
Residential Services (OPWDD)	Medical Care Counselor *	FT – 40 hrs./ wk. (6am – 2pm, Mon – Fri)	Babylon
Residential Services (OPWDD)	Medical Care Counselor *	FT – 40 hrs./ wk. (6am – 2pm, Mon – Fri)	Huntington Stn
Residential Services (OPWDD)	Senior Direct Support Professional *	FT – 40 hrs./ wk. (2-10p, Tues – Sat)	Babylon
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (11pm – 9am, Wed – Sun)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (2:30pm – 10:30pm, Sun – Thurs)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	PT – 30 hrs./ wk. (11pm – 9am, Thurs – Sat)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (2:30pm – 10:30pm, Sun – Thurs)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (4pm – 12am, Sun – Thurs)	Aquebogue
Residential Services (OPWDD)	Direct Support Professional *	PT – 32 hrs./ wk. (12am – 8am, Fri – Mon)	Aquebogue

### 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](mailto:jobs@CatholicCharities.cc)

Include the full JOB TITLE for which you are applying in the cover letter, FAX cover sheet, and/ or email subject line.

Visit the website at [www.CatholicCharities.cc/careers](http://www.CatholicCharities.cc/careers) for updates!

***Benefit Eligible Positions (28+ hrs)– continued***

Residential Services (OPWDD)	Direct Support Professional *	FT – 30 hrs./ wk. (3pm – 9pm, Mon – Fri)	Aquebogue
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (10pm – 8am, Mon – Thurs)	Babylon
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (3pm – 11pm, Sun – Thurs)	Copiague
Residential Services (OPWDD)	Direct Support Professional *	FT – 38 hrs./ wk. (3–11p, Mon, Thurs, Fri; 4p-11p Sat, Sun)	Copiague
Residential Services (OPWDD)	Direct Support Professional *	PT – 30 hrs./ wk. (11p – 9a, Sun – Tues)	Copiague
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (3pm – 11pm, Sun – Thurs)	Hampton Bays
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (2pm – 10pm, Tues – Fri; 3pm -11pm, Sat)	Huntington Stn.
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (3pm – 11pm, Sun – Thurs)	Huntington Stn.
Residential Services (OPWDD)	Direct Support Professional *	PT – 32 hrs./ wk. (11pm – 9am, Thurs – Sat)	Huntington Stn.
Residential Services (OPWDD)	Direct Support Professional *	PT – 32 hrs./wk. (9am – 9pm, Sat, Sun; 3pm – 11pm, Mon)	Manhasset
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (3pm – 11pm, Mon – Fri)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	FT – 40 hrs./ wk. (3pm – 11pm, Tues – Sat)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	PT – 32 hrs./wk. (2 – 10pm, Fri; 3 – 11pm, Sat - Mon)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	PT – 32 hrs./wk. (3 – 11pm, Fri, Sat, Sun; 2– 10pm, Mon)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	FT – 30 hrs./ wk. (11pm – 9am, Sun – Tues)	West Babylon
Senior Case Management	Case Manager (3)	FT – 35 hrs./ wk.	Freeport
Senior Case Management	Homemaker/ Chore Worker *	FT – 35 hrs./ wk.	Freeport

***Part time – Scheduled Hourly Positions***

<b>Area</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>
Addiction Treatment Services	Psychiatrist/ Medical Director	7 hrs./ wk.	Hampton Bays
Addiction Treatment Services	Certified Peer Recovery Advocate	14 hrs./ wk.	Hampton Bays
ATS Talbot	Cook	8 hrs./ wk.	Bohemia
ATS Talbot	NP – Adult Health	4 hrs./ wk.	Bohemia
ATS Talbot	Addiction Treatment Counselor II	9.5 hrs./ wk.	Bohemia
ATS Talbot	Addiction Treatment Counselor I	4 hrs./ wk. (3 positions) or 12.5 hrs./ wk.	Bohemia
Finance	Payroll Bookkeeper	21 – 27 hrs./ wk.	Hicksville
Meals on Wheels	Office Assistant/ Driver *	20 hrs./ wk.	Amityville
Meals on Wheels	Driver *	20 hrs./ wk.	Amityville
Meals on Wheels	Kitchen Supervisor	6 hrs./ wk.	Brentwood
Mental Health Services	Social Worker I *	11 hrs./ wk.	Bay Shore
Residential Services (OPWDD)	RN Supervisor *	9 hrs./ wk.	Nassau/ Suffolk
Residential Services (OPWDD)	Social Worker *	10 hrs./ wk.	Nassau/ Suffolk
Residential Services (OPWDD)	Residential Staffing & Support Facilitator *	25 hrs./ wk. (9am – 2pm, Mon – Fri)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	24 hrs./ wk. (3–11pm, Fri & Sun; 6–10pm, Sat; 4-8pm, Mon)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	22 hrs./ wk. (8am – 3pm, Sat & Sun; 3pm – 11pm, Mon)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (8:30am – 4:30pm, Sat – Sun)	Amityville

***Part time – Scheduled Hourly Positions– continued***

<b>Area</b>	<b>Position</b>	<b>Hours</b>	<b>Location</b>
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (2:30pm – 10:30pm, Fri – Sat)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	14 hrs./ wk. (8am – 3pm, Sat & Sun)	Amityville
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (Noon to 8pm, Sat – Sun)	Aquebogue
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (4pm – 12am, Fri – Sat)	Aquebogue
Residential Services (OPWDD)	Direct Support Professional *	19 hrs./ wk. (8am–5:30pm, Sat & Sun)	Babylon
Residential Services (OPWDD)	Direct Support Professional * (2)	16 hrs./ wk. (7am – 3pm, Sat & Sun)	Copiague
Residential Services (OPWDD)	Direct Support Professional *	15 hrs./ wk. (5am – 8am, Mon – Fri)	Copiague
Residential Services (OPWDD)	Direct Support Professional *	14 hrs./ wk. (9am – 4pm, Sat & Sun)	Copiague
Residential Services (OPWDD)	Direct Support Professional *	24 hrs./ wk. (3pm – 11pm, Sat; 2pm -10pm, Sun & Mon)	Elmont
Residential Services (OPWDD)	Direct Support Professional *	24 hrs./ wk. (3pm – 11pm, Sun, Mon & Fri)	Elmont
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (12am – 8am, Sat & Sun)	Elmont
Residential Services (OPWDD)	Direct Support Professional * (2)	16 hrs./ wk. (6am – 2pm, Sat & Sun)	Elmont
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (8am – 4pm, Sat & Sun)	Elmont
Residential Services (OPWDD)	Direct Support Professional *	30 hrs./ wk. (3pm – 9pm, Mon – Fri)	Hampton Bays
Residential Services (OPWDD)	Direct Support Professional *	18 hrs./ wk. (12pm – 9pm, Sat & Sun)	Hampton Bays
Residential Services (OPWDD)	Direct Support Professional *	18 hrs./ wk. (9am – 7pm, Sat; 9am – 5pm Sun)	Hampton Bays
Residential Services (OPWDD)	Direct Support Professional *	15 hrs./ wk. (5:30a – 8:30am, Mon – Fri)	Huntington Stn.
Residential Services (OPWDD)	Direct Support Professional *	25 hrs./ wk. (4pm – 9pm, Mon – Fri)	Manhasset
Residential Services (OPWDD)	Direct Support Professional * (2)	16 hrs./ wk. (7am – 3pm, Sat & Sun)	Manhasset
Residential Services (OPWDD)	Direct Support Professional *	24 hrs./ wk. (3pm – 11pm, Fri, Sun & Mon)	Valley Stream
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (8am – 4pm, Sat & Sun)	Valley Stream
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (3pm – 11pm, Sat & Sun)	Valley Stream
Residential Services (OPWDD)	Direct Support Professional *	12 hrs./ wk. (9am – 9pm, Sat)	Valley Stream
Residential Services (OPWDD)	Direct Support Professional *	12 hrs./ wk. (9am – 9pm, Sun)	Valley Stream
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (3pm – 11pm, Sat & Sun)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	14 hrs./ wk. (9am – 4pm, Sat & Sun)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (7am – 3pm, Sat & Sun)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	16 hrs./ wk. (7am – 3pm, Sat & Sun)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	12 hrs./ wk. (9am – 3pm, Sat & Sun)	West Babylon
Residential Services (OPWDD)	Direct Support Professional *	15 hrs./ wk. (6am – 9am, Mon – Fri)	West Babylon
Senior Case Management	Homemaker/ Chore Worker *	17.5 hrs./ wk.	Freeport
Women Infants & Children (WIC)	Peer Counselor	8 hrs./ wk.	Freeport

\* ***Must have a valid NYS driver's license***



**HEROES WANTED ON  
LONG ISLAND'S EAST END**

*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  
**Hampton Bays & Aquebogue, LI.***

*Starting salary: \$16.50/hr. plus weekend differential.  
Full-time, part-time, evening, and weekend opportunities are available.*

**\$2000 Sign-On Bonus\* for DSP  
new hires with work schedules of  
28 hrs. or more/wk.**

(\$500 received after 6 months'  
employment;

\$1500 after 1 year anniversary)

\*Bonus awarded for new hires through  
April 30, 2023



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](mailto:jobs@catholiccharities.cc) or call us at 516.733.7000**

Visit [www.catholiccharities.cc/careers](http://www.catholiccharities.cc/careers) to learn more about our job opportunities.

**CATHOLIC CHARITIES of Long Island (EOE): We are Long Island Strong.**



**HEROES WANTED**

***DIRECT SUPPORT PROFESSIONALS  
Residential Services Program for Adults with Developmental Disabilities  
Amityville & West Babylon, LI locations***

**\$2000 Sign-On Bonus\* for DSP  
new hires with work schedules of  
28 hrs. or more/wk.**

(\$500 received after 6 months’  
employment;  
\$1500 after 1-year anniversary)  
\*Bonus awarded for new hires through  
April 30, 2023



***Starting pay rate at these locations: \$16.00-17.00/hour (+ weekend differential)  
Full-time, part-time, evening, overnight, and weekend 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](mailto:jobs@catholiccharities.cc) or fax to 516.733.7038.  
Please reference “DSP-Beebe/MT” in the subject line of your email.**

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## HEROES WANTED

*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, Aquebogue, Hampton Bays, Elmont, Valley Stream, and Manhasset, LI.*****

***Starting salary: \$16.00-17.00/hr. with weekend differential. Full-time, part-time, evening, and weekend opportunities are available.***

**\$2000 Sign-On Bonus\* for DSP new hires with work schedules of 28 hrs. or more/wk.**  
(\$500 received after 6 months' employment;  
\$1500 after 1-year anniversary)  
\*Bonus awarded for new hires through April 30, 2023



**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](mailto:jobs@catholiccharities.cc) or call us at 516.733.7000**

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## EMPLOYMENT OPPORTUNITY

### RESIDENTIAL COUNSELOR – Two openings

Siena Residence, Bay Shore, LI

Work Schedule: 3pm to 11pm Sunday to Thursday *OR*  
1pm to 9pm Tues., Wed., Thurs. + 3pm – 11pm Fri., Sat.

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

*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 caring **RESIDENTIAL COUNSELORS** to support our adults with serious mental health diagnoses who live in our group home located in Bay Shore, LI. 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. The benefits package that accompanies these positions includes earned time off (vacation, personal, sick), 18 paid holidays, health/dental, free life insurance, and a retirement savings program.

#### **Key activities:**

- Provide all direct supportive services including dignified personal care and daily household and housekeeping functions;
- Coach residents to set and achieve individual goals;
- Transport and accompany residents to medical appointments and for recreational activities in the Catholic Charities van for which training is provided;
- Supervise daily medications and advocate for residents with the medical community.

#### **Requirements:**

- Some experience (work, life, and/or volunteer) working with Adults with Mental Health diagnoses;
- Ability to listen to residents and as a result, to refer residents for additional treatment;
- High School Diploma or GED;
- Clean, valid NYS Driver’s License.

**TO APPLY - Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR fax to: 516.733.7038 Please reference “Siena Residential 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](http://www.catholiccharities.cc/careers)*

**Catholic Charities of Long Island – An Equal Opportunity Employer**



**EMPLOYMENT OPPORTUNITY**

**FT DSP/MEDICAL CARE COUNSELORS**  
**Residential Services for**  
**Developmentally Disabled Adults**

**Huntington Station and Babylon, LI**  
**(6:00 am – 2:00 pm, Mon. – Fri.)**  
**Aquebogue, LI (8:00 am – 4:00 pm, Mon. – Fri.)**

Starting Pay Rate: \$17.00 – 17.50/hr.

**\$2000 Sign-On Bonus\*** for DSP/MCC  
new hires with weekly work  
schedules of 28 hrs. or more.

(\$500 received after employed 6  
months; \$1500 after 1 year anniversary)

*\*Bonus awarded for new hires through  
April 30, 2023*

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

**Position Description:**

The **DSP/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, 18 paid holidays, health/dental insurance plans, free life insurance, and retirement savings plan.

**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](mailto:jobs@catholiccharities.cc) OR  
fax to: 516.733.7038 Please reference "MCC" in the subject line of your email.

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**Catholic Charities of Long Island – An Equal Opportunity Employer**





## **EMPLOYMENT OPPORTUNITY**

### **ASSISTANT RESIDENTIAL MANAGER** **Residential Services for Developmentally Disabled Adults** *Copiapue, LI*

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

We are seeking a talented professional with a passion for lending their skills & abilities to help our **developmentally disabled adults who reside in our group home in Copiapue, 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 candidate for this *Assistant Manager* opportunity will be a seasoned supervisor with a background in caring for developmentally disabled adults, including those experiencing age-onset medical issues.**

**Full benefits package includes:** 3 weeks' vacation, 18 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 yrs. experience supervising staff in a residential care setting is required
- Experience caring for developmentally disabled adults in a residential setting
- Well-developed administrative & organizational skills
- Clean, valid NYS Driver's License
- Ability to accommodate a flexible work schedule according to resident care needs

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

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## EMPLOYMENT OPPORTUNITY

### RESIDENTIAL MANAGER – Group Home for Developmentally Disabled Adults Hampton Bays, LI

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

#### **Position Description:**

For the position of **Residential Manager**, we are looking for a dedicated, talented individual who has a passion for helping our developmentally disabled adults to achieve their goals and live a full life. Current open position is located in our Hampton Bays, LI group home.

A comprehensive benefits package accompanies the position including medical/dental coverage, life insurance, retirement planning, and generous earned time off.

#### **Major responsibilities include:**

- Ensure quality of resident care is provided, 24 hrs./day, 7 days/week;
- Develop and implement Individualized Service Plans;
- Manage staff scheduling, training, performance management and regulatory compliance;
- Overseeing optimal household maintenance and adherence to budgets.

#### **Our ideal candidate will have:**

- BA/BS plus 2 years' or HSD/GED plus 3-5 years' management or staff supervisory experience in a group home for developmentally disabled adults
- Experience caring for medically frail seniors, including those with mobility issues.
- Clean, valid NYS Driver's License
- Ability to accommodate a flexible work schedule according to resident care needs

**TO APPLY: email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) or fax to: 516.733.7038. Please reference "Residential Mgr." in the subject line of your email or fax.**

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## EMPLOYMENT OPPORTUNITY

### PART-TIME STAFFING AND SUPPORT FACILITATOR – Amityville, LI

25 hrs./week - Monday - Friday

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 12 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 and Support Facilitator*** 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 Residence Managers and Residential Coordinators to assess and expedite staffing and training requirements.

#### ***Key Responsibilities:***

- Coordinate with Residence Managers and Residential Coordinators to monitor master schedules in all homes to ensure vacancies are shared with Human Resources.
- Initiate interview process for all non-management residential staff applicants working with Residence Mgrs. and Residential Coordinators. Follow-up after interviews, forward documents with hiring recommendations.
- Track all employment offers. Liaise with Human Resources through the clearance process and scheduled date of orientation.
- Ensure all new staff and orientation related paperwork is completed in a timely manner and all staff paperwork is updated.
- Train new staff during New Staff Orientation on specific topics, as requested. Coordinate schedule for trainers for each day and time.
- Schedule and ensure new staff attendance at Residential General, Medical orientations, AMAP and SCIP. Confirm completion of House Specific Training by Residence Manager and that all staff attended.
- Liaise with temp staffing agencies to approve and authorize the use of temp agency staffing at each residence within budgetary guidelines. Actively track overtime, all invoices and distribution to managers. Process vouchers for timely payment to temp staffing agencies while maintaining justification for use.

#### ***Requirements:***

- High School diploma required; some college, Bachelor's degree preferred.
- 2 years of experience in the field of Developmental Disabilities (DD), preferably in management.
- 1 – 2 years Microsoft Office experience emphasizing Excel, data entry and tracking skills.
- In depth knowledge of DD staffing needs and OPWDD regulations.
- Well-developed organizational skills with strong attention to detail.
- Ability to analyze budget parameters in authorizing expenditures re: temp staffing.
- Ability to travel to all the residences in Nassau and Suffolk County/Long Island.

**TO APPLY - Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR fax to: 516.733.7038 Please reference "Staffing & Support Facilitator" in the subject line of your email.**

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**Catholic Charities of Long Island – An Equal Opportunity Employer**



## EMPLOYMENT OPPORTUNITY

### **Social Worker – NASSAU/SUFFOLK Residential Services for Developmentally Disabled Adults (Part-time opportunity – 10 hours/week)**

***Come join us and be part of our mission to provide "Care with Dignity...Life with Hope" to our 100+ developmentally disabled adults in our Residential Services Program living in 12 group homes across Long Island.***

#### ***Position Description:***

We are seeking a dedicated ***Social Worker*** to be part of our clinical team supporting residences located in ***Nassau and Western Suffolk***. In this part-time role, you will work under the direction of the Behavioral Services Coordinator and function as an integral part of the interdisciplinary team. The primary purpose of this position is to conduct individual and group counseling, offer recommendations for residents emphasizing ways to support them in their personal goals and provide staff training and oversight regarding positive behavior changes.

#### ***Responsibilities:***

- Work directly with the Residents, Direct Support Professionals, Residence Managers, Behavior Intervention Specialists, Nursing Staff, and the Behavioral Services Coordinator as well as collaborate with various outside agencies and professionals.
- Meet weekly with residents to assess their needs, progress and concerns.
- Conduct individual and group counseling sessions.
- Participate in the intake/discharge process and assist with any changing needs, including helping residents access any needed supports or services.
- Develop and maintain complete, accurate and timely clinical records.
- Attend team meetings and monthly supervision meetings with Behavioral Services Coordinator.
- Oversee and/or conduct staff training regarding ways to support positive behavior change as well as implement adaptive supports.

#### ***Requirements:***

- A Master's degree in Mental Health Counseling (**LMHC**) or Social Work (**LMSW**); LCSW preferred.
- 2-5 years' experience working directly with people with developmental disabilities, including counseling and treatment planning.
- Strong intermediate-level proficiency in MS Office Suite.
- Excellent written and oral communication skills.
- Ability to work collaboratively with all team members.
- Valid NYS Driver's License and ability to travel locally to group homes in relatively close geographic proximity.
- Ability to accommodate a flexible schedule to meet program needs; must be available for some afternoon and/or evening hours.

**TO APPLY - Email resume to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR Fax to: 516.733.7038. Please reference "SOCIAL WORKER - DD" in subject line of your email.**

*A complete list of our job opportunities can be found on our website at [www.catholiccharities.cc/careers](http://www.catholiccharities.cc/careers)*

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**v.10.13.22**



## EMPLOYMENT OPPORTUNITY

**Medical Director/Psychiatrist – Addiction Treatment Outpatient Service  
Hampton Bays Clinic  
7-hour position – flexible hours – clinics operate Monday – Friday**

**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 Hampton Bays Outpatient Clinic is a NYS OASAS licensed addiction treatment program servicing adults 18 years of age and older whom are struggling with a substance use disorder or whose life is being affected by a family member’s substance use disorder. Services provided include individual and group counseling, psychiatric assessments, medication monitoring, medication for addiction treatment, and peer services both in English and Spanish.

### **Position Description:**

We are seeking an experienced **Medical Director/Psychiatrist** who will be responsible for the oversight and implementation of psychiatric services and prescribing of medication for addiction treatment.

### **Responsibilities:**

- Meet patients on a regular basis for psychiatric evaluations and psychiatric treatment.
- Assess, evaluate, and prescribe medication for addiction treatment.
- Monitor and supervise use of medication for clients prescribed through the clinic; review clients’ charts.
- Manage the timely completion of clinic documentation and professional staff reports ensuring compliance and reporting responsibilities are met.
- Respond for creating and updating program policies, procedures and activities in relation to psychiatric services.
- Maintain awareness of changing trends and treatments while recommending and implementing changes that ensure excellent, consistent client care within clinic operations.

### **Requirements:**

- MD must be Board Certified in Psychiatry.
- Additional Board Certified in Addiction Medicine preferred.
- 5 years’ experience practicing medicine with some supervisory oversight.
- 3 years’ experience practicing in an Addiction Treatment Setting
- Data 2000 Waiver mandatory.

**TO APPLY - Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR fax to: 516.733.7038 Please reference “Medical Director/Psychiatrist” in the subject line of your email.**

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## EMPLOYMENT OPPORTUNITY

**SOCIAL WORKER – Mental Health Clinic**  
**Full time opportunity – 40 hours per week – Bay Shore**  
**(Flexible hours – clinic operates Monday – Saturday)**

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

Catholic Charities of Long Island provides care to the poor, isolated, vulnerable, and disadvantaged people who live on Long Island. Since its founding in 1957, the Agency has grown to a leadership position in human services and provides a full range of services, operating out of more than 50 sites. In 2021, the Agency served more than 36,000 people in need.

### ***Position Description:***

We are seeking an experienced **Social Worker (LCSW or LMSW)** with well-developed therapeutic counseling and case management skills to treat individuals and families. Experience must include in depth knowledge of current treatment modalities in the fields of mental health and chemical dependence. A full benefits package accompanies the position including: 3 weeks' vacation, 18 paid holidays, health/dental, free life insurance, and a retirement savings program.

### ***Key Responsibilities:***

- Conduct intake interviews with new clients and determine necessary services.
- Prepare and document comprehensive treatment plans for clients as needed.
- Provide ongoing therapy to clients including crisis intervention.
- Deliver acceptable case productivity levels as determined by program management.
- Liaise with various stakeholders (e.g., clients, families, healthcare providers, community resources) re: client cases and ensure continual HIPAA compliance.

### ***Requirements:***

- MSW plus LCSW or LMSW credentialing; LMHC also acceptable.
- 3- 5 years' experience working with children and adults with MH diagnoses; background in case management desired.
- Demonstrated experience in applying, current modalities in treatment of chemical dependence and mental illness.
- Well-versed in crisis management and intervention techniques.
- Valid NYS Driver's License.
- Willingness and ability to travel locally to visit clients.

**TO APPLY - Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR fax to: 516.733.7038 Please reference "Social Worker - Bay Shore" in the subject line of your email.**

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## EMPLOYMENT OPPORTUNITY

### **SOCIAL WORKER – Mental Health Clinic** **Part-time opportunity – 11 hours per week – Bay Shore** **(Flexible hours – clinic operates Monday – Saturday)**

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

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#### ***Position Description:***

We are seeking an experienced ***Social Worker (LCSW or LMSW)*** with well-developed therapeutic counseling and case management skills to treat individuals and families. Experience must include in depth knowledge of current treatment modalities in the fields of mental health and chemical dependence.

#### ***Key Responsibilities:***

- Conduct intake interviews with new clients and determine necessary services.
- Prepare and document comprehensive treatment plans for clients as needed.
- Provide ongoing therapy to clients including crisis intervention.
- Deliver acceptable case productivity levels as determined by program management.
- Liaise with various stakeholders (e.g., clients, families, healthcare providers, community resources) re: client cases and ensure continual HIPAA compliance.

#### ***Requirements:***

- MSW plus LCSW or LMSW credentialing; LMHC also acceptable.
- 3- 5 years' experience working with children and adults with MH diagnoses; background in case management desired.
- Demonstrated experience in applying, current modalities in treatment of chemical dependence and mental illness.
- Well-versed in crisis management and intervention techniques.
- Valid NYS Driver's License.
- Willingness and ability to travel locally to visit clients.

**TO APPLY - Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR fax to:516.733.7038 Please reference "Part-time - Social Worker - Bay Shore" in the subject line of your email.**

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## EMPLOYMENT OPPORTUNITY

### **PART-TIME CERTIFIED RECOVERY PEER ADVOCATE** **Addiction Treatment Services Clinic, Hampton Bays, LI**

**(Work Schedule: 2 days per week: 9 AM – 5 PM + 1 PM – 9 PM)**

**Position Description:** We are seeking a part-time **CERTIFIED RECOVERY PEER ADVOCATE** with lived experience who will extend “Care with Dignity, Life with Hope” by serving as a support for our clients’ recovery. In this role, you will provide peer support, advocacy and linkage services to individuals and/or their families who are experiencing substance use disorders.

#### **Responsibilities:**

- Utilize life experience to engage people, within the program and in the community, developing brief person-centered service plans and providing referrals to needed services.
- Assist counselors with referring clients to alternative levels of care when clinically indicated.
- 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 after their hospital discharge.
- 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 data to assist reporting to funding sources. Document and report contacts to Program Director.

#### **Requirements:**

- High School or Equivalent.
- Certified Recovery Peer Advocate certification (CRPA or CRPA-P).
- Knowledge of substance use disorder treatment modalities.
- Relevant life experience.
- Bilingual capability – Spanish/English – preferred.
- Current, valid NYS driver’s license.

#### **TO APPLY:**

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

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## EMPLOYMENT OPPORTUNITY

### SOCIAL WORKER (LMSW)

Addiction Treatment Services, Hampton Bays, LI

Full time – Monday through Friday – some evenings required.

*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 caring **Social Worker with an LMSW or LCSW** to work in our Outpatient Clinic located in Hampton Bays, LI. In this role you will provide "person-centered" education and treatment services to individuals with co-occurring disorders of mental health and substance use. Our ideal candidate will have knowledge of the latest treatment modalities. **A benefits package accompanies this position** including earned time off (vacation, personal, sick), 18 paid holidays, health/dental, free life insurance, and a retirement savings program.

#### **Responsibilities:**

- Perform comprehensive assessments to determine appropriate level of care.
- Refer clients to alternative levels of care when clinically indicated.
- Conduct individual and group counseling sessions.
- Complete clinical documentation such as treatment plans, progress notes, and reports.
- Document in an electronic medical records system.
- Work as part of a multidisciplinary team to provide person centered care.

#### **Requirements:**

- Master's Degree in Social Work.
- LMSW or LCSW.
- Experience treating clients with mental health and/or substance use disorders.
- Bilingual capability - Spanish/English – preferred.
- PC proficiency and the ability to input and maintain electronic medical records.
- 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](mailto:jobs@catholiccharities.cc). Please reference "Social Worker – HB" in the subject line of your email.

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## EMPLOYMENT OPPORTUNITY

### ADDICTION COUNSELORS Addiction Treatment Services, Hampton Bays, LI

Full time – Monday through Friday – some evenings required.

*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 caring **Addiction Counselors who possesses a CASAC or a CASAC-T certification** to work in our Outpatient Clinic to provide "person-centered" education and treatment services to individuals with substance use disorders. Our ideal candidate will have knowledge of the latest treatment modalities and the ability to supervise program interns. **A benefits package accompanies this position** including earned time off (vacation, personal, sick), 18 paid holidays, health/dental, free life insurance, and a retirement savings program.

#### **Responsibilities:**

- Perform comprehensive assessments to determine appropriate level of care.
- Refer clients to alternative levels of care when clinically indicated.
- Conduct individual and group counseling sessions.
- Complete clinical documentation such as treatment plans, progress notes, and reports.
- Document in an electronic medical records system.
- Work as part of a multidisciplinary team to provide person centered care.

#### **Requirements:**

- HS Diploma or GED.
- CASAC or CASAC-T that is CASAC eligible.
- Fully bilingual: Spanish/English preferred.
- PC proficiency and the ability to input and maintain electronic medical records.
- 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](mailto:jobs@catholiccharities.cc). Please reference "Addiction Counselor" in the subject line of your email.

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## EMPLOYMENT OPPORTUNITY

### PAYROLL BOOKKEEPER

PAYROLL DEPARTMENT – HICKSVILLE, L.I.

(Work Schedule: Part Time – 14 hours/week)

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

#### **Position Description:**

As a major social service provider on Long Island, we are seeking a **part-time Payroll Bookkeeper** who will collect and review employee payroll data and maintain accurate payroll records to service our 480 employees.

#### **Key Responsibilities:**

- Assist in preparing and processing payrolls on a semi-monthly basis. Manage employee Payroll Notices, W-4 forms, NYS IT-2104 forms, direct deposit forms, annuities and expense reimbursements.
- Respond to employee inquiries and prepare/distribute quarterly leave time reports to employees and managers.
- Assist with verifying ADP *TimeSaver* data for attendance recordings for employees and follow up on necessary amendments.
- Distribute payroll documents/support to bookkeepers for monthly claims processing.
- Manage and maintain accurate payroll employee records and related files.

#### **Requirements:**

- High school diploma or GED.
- 1 year of Payroll experience.
- 1 year of Microsoft Office Suite and database experience.
- Ability to build positive working relationships with staff across agency programs.
- Demonstrated organizational skills with attention to detail.
- Ability to meet established deadlines.

**TO APPLY** - Email resume to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) OR Fax to: 516.733.7038. Please reference **“Payroll Bookkeeper”** in subject line of your email.

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## EMPLOYMENT OPPORTUNITY

### BILINGUAL REFUGEE CASE MANAGER

#### IMMIGRANT SERVICES – AMITYVILLE

***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 caring, experienced ***Bilingual Refugee Case Manager*** to assist clients in their resettlement phase by acclimating them to communities, advocating for services, addressing employment needs, and assuring that all required documentation has been completed and submitted according to contract requirements. A comprehensive benefits package accompanies this full time position including earned time off (vacation, personal, sick), 18 paid holidays, health/dental, free life insurance, and a retirement savings program.

#### ***Responsibilities:***

- Support clients to help acclimate and orient them to their new surroundings. Arrange for housing, assist with school enrollment for their children and ensure a smooth process of resettlement.
- Conduct initial client intakes including assessing medical histories, skill levels, prior work experience, employability, interests, aptitudes, and determine needed support services.
- Contact governmental agencies to assist clients in obtaining healthcare and social services.
- Collect, prepare and submit all required program documentation regarding client and contract outcomes. Maintain case files and documentation. Submit written reports as required.
- Prepare Individual Employment Plans by collaborating with clients and identifying employment goals, interim achievement objectives, and services. Assist with finding employment opportunities.
- Develop, recommend and implement strategies to persuade clients to participate to the fullest extent in their own education/employment placement and retention process.
- Act as client liaison/client advocate, both within Catholic Charities and/or with outside organizations, regarding education, healthcare, housing, immigration issues, legal issues, etc.

#### ***Requirements:***

- Bachelor's degree - B.A. or BSW. Social Worker preferred.
- At least 1 yr. of experience in human services field. Knowledge and an understanding of human rights of refugees, immigrants, asylum seekers and victims of human trafficking helpful.
- Bilingual Creole required. Ukrainian will also be considered.
- Valid and clean NYS driver's license, insurance and personal transportation. Must be able to transport clients as needed.

**TO APPLY:** Email cover letter of interest and resume to [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) or fax to: 516-733-7038. Please reference “***Refugee Case Manager***” in the subject line of your email.

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## 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), 18 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.
- *Bilingual 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](mailto: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](http://www.catholiccharities.cc/careers)*

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## EMPLOYMENT OPPORTUNITY

### HOMEMAKER— SENIOR CASE MANAGEMENT PROGRAM - FREEPORT

**FULL TIME – 35 HRS. WEEK – 9 AM – 5 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 professional, dedicated, team who offer caring and critical services for our Seniors in Nassau County.

#### ***Position Description:***

Based out of our Freeport Office, the ***Homemaker*** will support seniors by enhancing the quality of their independent living by providing in-house supportive services. Employee is expected to complete all tasks in professional manner, uphold agency standards, remain ethically compliant and provide care which ensures the client's dignity. ***A full benefits package accompanies the position including*** earned time off (vacation, personal, sick), 18 paid holidays, health/dental, free life insurance, and a retirement savings program.

#### ***Responsibilities:***

- Perform house cleaning in client residence including dusting, vacuuming, sweeping, mopping as well as dishwashing and using/cleaning appliances;
- Make and change clients' beds and complete laundry.
- Immediately report any problems or changes in client needs e.g. as need for help with bathing or personal care to supervisor.

#### ***Requirements:***

- A strong interest in working with and compassion for Seniors. Prior experience as a Companion, Helper and/or Home Aide preferred.
- Experience completing household tasks.
- Ability to operate cleaning equipment such as vacuum, washing machine, dryer, microwave and other tools used in household cleaning.
- Ability to use computer, fax, copier and telephone.
- High School Diploma or GED.
- Valid NYS driver's license required. Transportation necessary to/from client's home. Car preferred as traveling locally is required. NOTE: Client is not permitted to travel in employee vehicle.

#### ***To apply:***

**Email resume to [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) or fax to 516-733-7038. Please reference "Homemaker" in your email or fax.**

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**v.3.3.23**



## EMPLOYMENT OPPORTUNITY

### PART-TIME OFFICE ASSISTANT/DRIVER

Meals-On-Wheels Program – Amityville, LI

20 hrs./week – Monday – Friday

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

#### **Program Description:**

Every weekday, the *Meals-On-Wheels* program delivers meals to homebound Seniors. Seniors may participate in the frozen meal program which provides meals 5 days per week.

#### **Position Description:**

We are seeking an experienced office professional to provide clerical and administrative support to program managers. In this hybrid role you will also, during part of the work week, deliver meals to homebound seniors, reporting any concerns regarding client’s health and safety.

#### **Our ideal candidate will possess:**

- HS diploma/GED
- At least 2 years’ related office/business experience that demonstrates proficiency with office clerical procedures and equipment. PC proficiency and typing skills required.
- At least 2 years’ experience driving a motor vehicle.
- Valid NYS Driver’s License.
- Well-developed communication, customer service and organizational skills
- Willingness and ability to drive agency vans and cars in all types of weather conditions.
- Must have the ability to lift up to 50 lbs.
- ***Bilingual Spanish/English capability a plus.***

#### **TO APPLY:**

**Email resume and cover letter to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) or fax to: 516.733.7038. Please include “MOW Office Asst./Driver” in the subject line of your email or fax.**

*A complete list of our job opportunities can be found on our website: [www.catholiccharities.cc/careers](http://www.catholiccharities.cc/careers)*

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## EMPLOYMENT OPPORTUNITY

### **PART-TIME DELIVERY DRIVER – Meals on Wheels Program – Suffolk County 20 hrs./week**

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

#### ***Program Description:***

Every weekday, the Suffolk *Meals-On-Wheels* program delivers nutritious meals to homebound Seniors. Seniors may also participate in the frozen meal program which provides meals 5 days per week.

#### ***Position Description:***

We are seeking an experienced delivery driver who is familiar with Suffolk County 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 and 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. General office clerical duties may be assigned, as needed.

#### ***Requirements:***

- HS Diploma/GED.
- At least 2 years' local delivery driving experience that includes knowledge of basic vehicle maintenance.
- Bilingual capability – Spanish/English preferred.
- Valid NYS Driver's License.
- Well-developed communication (written & verbal) and interpersonal skills required.
- Solid knowledge of main and secondary routes within Suffolk County. Ability to read maps and adjust to changing routes. GPS provided.
- Must be able to bend, lift and move up to 50 lbs.
- Ability and willingness to drive agency vans and cars in all types of weather conditions.

#### **To Apply:**

**Email resume and cover letter of interest to: [jobs@catholiccharities.cc](mailto:jobs@catholiccharities.cc) or fax to: 516.733.7038. Please include "MOW Driver –Suffolk" in the subject line of your email.**

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