

## FEATURED POSITION

### Clinician- Lewiston/Auburn

Our Lewiston/Auburn program seeks a dedicated, full-time Master's-level social worker's for our residential and day treatment programs for adolescents. The program utilizes individual, group, family and milieu treatment. The candidates will conduct psychosocial assessments, individual treatment planning for clients, and individual and group therapy (DBT, Co-occurring) with adolescents. Further responsibilities include consulting with treatment team members, social brokerage, submission of APS managed care entries for Maine clients, clinical documentation, and discharge and transition planning as well as on-call duties. Spurwink Services offers a competitive wage and benefit package including individual and/or family health plan, dental plan, medical and dependent care reimbursement accounts, health savings accounts, supplemental life insurance, 3 or more weeks of paid time off, long term disability, and many other wonderful benefits available the first of the month following 30 days of employment. Maine state LMSW-cc or equivalent required, LCSW or LCPC preferred.

### Behavioral Health Professional - Randolph, ME

Our Behavioral Health Professionals work closely with Master's level clinicians from a strengths-based perspective, providing family therapy to parents and their children experiencing serious emotional, behavioral or developmental challenges. Expect to work a flexible schedule with occasional weekends to accommodate family members who need to be present for family-based treatment. You will also provide parent coaching and role modeling, and are expected to comply with billable hours expectations and documentation. The candidate we hire will receive competitive pay and benefits. We also offer incentives if productivity expectations are exceeded. This is both a home and community-based service.

### Receptionist -Chelsea, ME

Spurwink needs a full-time, organized, detail-oriented, computer savvy Administrative Assistant with the ability to multi-task. Our new Administrative Assistant will assist with payroll, maintaining and filing confidential records, transcription, receptionist duties, drafting correspondence, compiling and entering data, typing, photocopying, collating and mailings. Our new Administrative Assistant will assist with payroll, maintaining and filing confidential records, transcription, receptionist duties, drafting correspondence, compiling and entering data, typing, photocopying, collating and mailings.

### Targeted Case Manager Wraparound Facilitator(s)- Randolph, Westbrook, Brunswick

Spurwink is seeking Targeted Case Managers to join a High Fidelity Wraparound team. Positions are available in the Randolph Office and the Westbrook Office. One position will be co-located in a children's residential program in Brunswick. High Fidelity Wraparound is an evidence based process designed to keep multi-system involved, at risk children and youth, in the community with their families. The right candidate will work with families to facilitate a strengths-based team process. Applicants should possess strong organizational abilities, independence, stellar written and oral communication skills, and flexibility and leadership qualities. Duties include, but are not limited to: Understanding and adhering to the values and practice standards of High Fidelity Wraparound; engaging families in completing a Strengths, Needs and Cultural Discovery as part of a psychosocial assessment; assisting families in identifying and engaging professionals and natural/informal supports to participate on the Wraparound Team. Facilitate team meetings, working closely with members to develop and implement individualized Wraparound Plans. Case Managers will carry caseloads not to exceed 7 families to support responsiveness to high needs of families and adherence to the Wraparound Process.

### Residential Youth & Family Worker - Various Programs

Residential Youth & Family Specialist positions work with children with mental, behavioral and developmental challenges. High school diploma/GED and clean driving history are required.

**Full-time, Part-time, Awake Night and Respite** openings are available at the following programs & locations:

**Brunswick Program  
Casco Program  
Chelsea Program  
Cornville Program  
Lewiston/Auburn  
Portland**

## **Program Director - Cornville (Skowhegan area), ME**

The Program Director oversees the day treatment and residential units in all aspects, to include operations and function. S/he provides supervision and training to employees, and is involved with the recruitment of staff from his/her program. The Program Director also administers the finances and is responsible for fiscal accountability and reporting. The successful Program Director must be independently licensed as a Maine LCSW. Applicants require a minimum of five years of program administration, supervision experience within Spurwink or an adequate equivalent. Must be able to pass a workplace physical and be able to perform therapeutic holds and escorts on a regular basis.

## **Associate Program Director of Education - Cornville**

Spurwink Services is seeking candidates for the position of Associate Program Director of Education available at our Cornville day treatment/staff intensive residential program just outside Skowhegan. This is an educational leadership position which offers a mentored opportunity to pursue an administrative experience. The Cornville program serves students from kindergarten through 20 years of age, with severe mental health presentations including behavioral, emotional and developmental issues. These students have experienced histories of trauma, educational failure, learning difficulties, and social deficits. The Associate Program Director supervises three teachers, their paraprofessionals, and other support staff; helps develop and ensure the quality of educational programming; and models good instruction, development of therapeutic relationships, and productive behavior intervention and support. Familiarity with the IEP process and the rules and regulations of Special Education is required. Candidates must be comfortable working in a multidisciplinary treatment team. Special education (282,286) certificate required and Master's Degree in Special Education or related field required. 030 or 079 certification a plus.

## **Anticipated Opening: Special Education Teacher- Gonic, NH**

Anticipated Opening: we are seeking a Special Education Teacher for a day treatment program serving students with learning and emotional/behavioral challenges. This position requires the ability to adapt curriculum to the academic levels of the students. The successful candidate will possess excellent behavior management skills and be able to function in a team oriented therapeutic environment. Minimum qualifications are to hold or be eligible for New Hampshire Certification as a Teacher of Exceptional Students in one or more endorsement areas. Additional content area certification(s) a plus.

## **DSP, Community Support Program- Standish/Steep Falls, ME**

We need a Direct Support Professional to work Monday through Friday, 8:45 am - 3:15pm providing support to adults with intellectual disabilities and autism in community support program located in Limerick. Position begins and ends in Standish/Steep Falls. Duties include providing support to adults with intellectual disabilities and autism at a community support program. Assist individuals in the community; provide supervision; provide assistance with activities of daily living as required; provide behavioral support; assist individuals with individual interests; provide transportation; and implement the person-centered plan. High school diploma or equivalent is required for this position.

## **Collections Representative – Portland (Administration)**

Spurwink's Finance department seeks an experienced Collections Representative to follow up on denials and outstanding accounts receivable for the agency, including outstanding Maine Care accounts greater than 30 days old, Medicare, third party insurance and miscellaneous billing accounts older than 60 days. You'll also follow up, correct and resubmit claims for all government and non-government denials in a timely manner, and coordinate the monthly self-pay billing and respond to any patient inquiries regarding the bills. We require a minimum of two years' experience in third-party and government billing and reimbursement, and one year of collections experience. Please have the ability to prioritize multiple tasks effectively. Excellent interpersonal and communications skills are a must. Willingness to work effectively in a team-oriented environment is critical. Please have experience with PC spreadsheets and database packages, including Microsoft Excel, Microsoft Word, and Accounts Receivable financial software. High school diploma or equivalent required.

## **Educational Technician III - Casco, Cornville, Lewiston, Portland (Temp & FT)**

Our ideal full time, Maine DOE-certified Educational Technician III will be an integral part of the classroom, and should be passionate about improving the delivery of programming to our students, making therapeutic relationships and setting consistent limits. You will learn to think critically and work well as part of a treatment team through the school year and a seven week extended program. The exact classroom assignment of the candidate depends upon the skills and experience of the applicant pool. You must have, or be eligible for, Maine Educational Technician III certification by completing at least 90 credit hours of college work.

## **Live-in Residential Direct Care Team - Various Maine Locations**

Spurwink Services is looking for teams of two individuals to live in a Spurwink home, be part of the treatment team for youth or adults, and teach them basic life skills, time and money management. You'll earn \$75,000 - \$80,000 per year as a couple, providing continuity from day treatment facilities to the home, homework; guiding play time, meal time and bed time. You should be able to provide a nurturing environment, but have firm limit setting and behavior management skills. Many of our openings CANNOT accommodate couples wishing to bring their own children to live with them at the homes.

What does the ideal team look like? There is no set definition. Mother/daughter (over the age of 18), married couples or unmarried couples, partners, or friends are a few examples. As long as you qualify for the job, we want you to apply. High school diploma or GED required. You must have a valid driver's license, your own vehicle and a clean driving history for the past three (3) years. Placement depends on needs at the time of hire. **Both members of the team must fill out separate applications.** Relevant experience is helpful, but not necessary.

## **Treatment Foster Parents – Your Home**

Our Treatment Foster Care program seeks new and current foster families and respite providers to care for children with emotional, behavioral and/or developmental needs. This is a CONTRACTED position, not a fully employed position. Care for our clients in your home or apartment with the assistance of the treatment team. You'll have 24 hour access to consultation and support. Please have six (6) months of direct care experience working with children with special needs, as well as a high school diploma or equivalent.

## **Immediate Volunteer Opportunities:**

### **Child Abuse Clinic- Portland, ME**

Spurwink Service is seeking a motivated team player to work in our busy, team-oriented child abuse program. The candidate must be an organized, detail oriented person who is comfortable working in an environment that supports children who have been abused. The volunteer project is to reorganize filing system of charts. This position requires some lifting of charts and boxes. The project will likely take 20 - 40 hours. The hours for the volunteer position are anytime between 9 - 5.

### **Administration- Portland, ME**

We're halfway there! Human Resources is seeking volunteers to assist in our attempt to go green. Work a flexible schedule according to your needs. Scan existing personnel files and upload them into our database. Also scanning the personnel files of former employees and uploading them into our database. Must be able to work with other volunteers and communicate well. Sense of humor a plus. You will alternate between scanning and uploading.

### **Mentor- Augusta Boys and Girls Club- Augusta, ME**

We are looking for individuals who are interested in being a positive, caring adult role model to teens at the club. An hour a week is all we require to come by and take up an interest, share an expertise, or offer support. We also have a partnership with the University of Maine Augusta for mentors who can fill out this application too.

### **Development - Portland, Maine**

The Development Department needs some assistance in processing our winter appeal mailing. This work may include hand writing, stuffing and keeping packets of appeal letters and envelopes in exact mailing order. This position requires skill in filing using alpha and numeric codes, great attention to detail, readable cursive handwriting, dependability, ability to adhere to deadlines, and able to communicate clearly and effectively.