

### Direct Care - Various Programs

Direct Care positions work with children and adults with mental, behavioral and developmental challenges. High school diploma/GED and clean driving history are required.

#### Adult Residential (125 Presumpscot Street, Portland, Maine 04103)

- Direct Support Professional (FT/PT) - Various locations

#### Brunswick Staff Secure (675 Old Portland Road, Brunswick, Maine 04011)

- Direct Care (FT/PT) - Children's Residential Staff Secure Brunswick Program (Brunswick)
- Awake Night Counselor (FT) - Children's Residential Staff Secure Brunswick Program (Brunswick)

#### Casco Residential and Day Treatment (1002 Meadow Road, Casco, Maine 04015)

- Direct Care (FT) - Work 1:1 with students at Casco Program (Casco)
- Direct Care (PD) - Casco Program (Casco)

#### Cornville Staff Secure (32 Spurwink Lane, Cornville, Maine 04976)

- Direct Care (PD) - Cornville Staff Secure Program (Cornville)

#### Chelsea Residential and Day Treatment (31 Spurwink Drive, Chelsea, Maine 04330)

- Direct Care (FT/PT) - Chelsea Program (Chelsea)

#### Cummings Residential and Day Treatment (587 Ocean Avenue, Portland, Maine 04103)

- Direct Care (PD) - Cummings Program (Portland)

#### Lewiston/Auburn Residential and Day Treatment (581 Sabattus Street, Lewiston, Maine 04240)

- Awake Night Counselor (FT) - Lewiston/Auburn Program (Lewiston)
- Direct Care (FT/PD) - Lewiston/Auburn Program (Lewiston)
- Floater (FT) - Lewiston/Auburn Program (Lewiston)

#### Staff Intensive Youth Program (17 Bishop Street, Portland, Maine 04103)

- Direct Care (FT) - Staff Intensive Youth Program (Portland)

### Administrative Assistant - Admission, Utilization Review, & CQI

Spurwink Services is seeking a full time Administrative Assistant for our Admission, Utilization Review, & Continuous Quality Improvement departments. This position is responsible for taking referral information, gathering supporting documentation for the referral, data entry and oversight of all ADT's, possibly secretarial support of UR meetings, word processing of admission formulation documentation, and other tasks asked by the departments. High school diploma or G.E.D required; college experience preferred. The successful candidate should have excellent communication skills, attention to detail, proficiency with Microsoft Office suite.

### Assistant/Associate Director of Residential Services - Chelsea Program (Chelsea)

Spurwink Services has an opportunity for an energetic, dedicated Master's Level Clinician for our Residential Treatment Program in Chelsea. This is an opportunity to compliment your clinical experience with managerial/administrative skills. Typical duties include, but are not limited to: Administrative oversight of our community based residential treatment units; Clinical supervision and training of residential staff; Oversight of day-to-day programmatic functions; and working collaboratively with the Program Director and Educational Associate Program Director as part of an administrative team providing oversight to the entire program. Maine State LCSW/LCPC required. LADC as a secondary license desirable.

### Assistant to the Division Director - Randolph Office

Spurwink Services is seeking a full-time Assistant to the Division Director in our Randolph office. Typical duties include, but are not limited to: Routine contact with the Division Director in scheduling meetings and keeping up-to-date schedules for Director and other administrative staff; must initiate and follow-up on requests to other spurwink departments, with contractors, and with key community leaders; must prepare summary reports and easy-to-read presentations using Microsoft Office software. Must track staffing patterns (new hires/transfers/resignations) within the Division (+130 staff). Must have a HS Diploma or GED and have past experience working in a variable-paced work setting. Must be willing to travel on occasion to alternative work sites within the Division (Saco to Belfast).

### **Assistant Site Manager - Grace Youth Center (Tenants Harbor)**

The GYC Assistant Site Manager is a live-in position in a private, family-governed facility responsible for youth out-of-school programming at middle-level students (grades 6-8). Responsibilities include: a focus on positive community relations and serving as an active, asset-developing youth-leader in a team setting. Total enrollment capacity: 65 youth. Bachelor's Degree in primary fields of (a) education, (b) social sciences, (c) mental health, (d) child development, or (e) health-related field.

### **BHSI Project Manager - Portland**

Spurwink Services seeks a dynamic full-time Clinician to provide Project Assistance/Management for the Behavioral Health Sciences Institute (BHSI), a collaboration between Spurwink Services and the University of Maine at Augusta. Duties will include working closely with the BHSI team to deliver quality behavioral health training, curricula, and certification. Master's Degree in Social Work or Counseling; LCSW or LCPC strongly preferred. Will consider LMSW-CC with prior clinical experience; BHP certification desired.

### **Clinical Social Worker - Portland Help Center (Portland)**

Spurwink Services is seeking a part time Licensed Clinical Social Worker (LCSW) with a flexible schedule to be a part of a multidisciplinary treatment team at our downtown psychiatric outpatient clinic, Portland Help Center. Responsibilities include being an integral part of the multidisciplinary treatment team, psychosocial assessments, daily telephone and face to face triage with ongoing support to our clinic patients, including supervision of Portland Help Center's case managers and ACT team! The ideal candidate will enjoy working on a Team in the community, have solid inpatient and outpatient experience especially working with adults who have serious and disabling mental illness and co-occurring chemical dependence. Experience or desire to work as part of a professional clinical team essential. Medical background preferred.

### **Contract Support Assistant - Family Reunification Program (Cumberland County)**

Spurwink is seeking an organized, detail-oriented, computer savvy office staff person to work full-time in our Family Reunification Program. Successful candidate will have a strong work ethic, solid customer service skills and the ability to work independently and multi-task in a busy environment. Proficiency with Microsoft programs and ability develop and maintain data tracking systems. High school diploma and at least 1 year of relevant work experience preferred.

### **Custodian - Brunswick Day Treatment Facility (Brunswick Program)**

Spurwink Services' Brunswick Staff Secure Program is seeking a part-time custodian for the Day Treatment facility. The Custodian is responsible for performing maintenance, repairs and custodial duties within his/her skill level and capabilities. In the event the work required is above and beyond the Custodian's abilities, he/she is responsible for insuring the necessary work is done in a timely manner. High school diploma or G.E.D. required.

### **Director of Utilization Review - Portland**

Spurwink Services is looking for a Director of Utilization Review. The Director of Utilization Review is responsible for Implementation and coordination of a variety of clinical utilization review processes across services delivered in a large mental health agency. The Director will support the development of evidence-based practices and participate in identifying quality improvement initiatives within the agency. Typical duties include: Coordinate and chair utilization review meetings, follow up on UR recommendations, assure that consumers are served at the least restrictive, appropriate level of care, assess data and identify areas for additional resources or training, provide quality oversight of submissions to managed care company, review case records. Doctoral or Master's degree in psychology, social work, or psychiatric nursing.

### **Educational Technician III - Casco Program (Casco)**

Educational Technician III needed to work 1:1 with students having emotional, behavioral, and/or developmental challenges at our Casco program. Must be able to set clear, consistent limits, develop therapeutic relationships and assist with delivery of educational programming. Experience with similar populations desired. Applicant must hold or be eligible for Department of Education, Educational Technician III certification.

### **Family Reunification Program Supervisor - Cumberland & Washington/Hancock Counties**

Spurwink is seeking two half-time Master's level Social Work candidates, one based in Cumberland County and one based in Washington and Hancock counties, to provide clinical supervision and provide program management for Family Reunification Program. Responsibilities include providing clinical supervision to clinician and two bachelor's level staff and managing daily program operations. Successful candidate will demonstrate direct clinical and supervisory experience with families with complex needs. Ability to work non-traditional hours, evenings and weekends, is required. Masters degree in Social Work, LCSW/LMSW.

### **Family Reunification Program Team Leader - Cumberland & Washington/Hancock Counties**

Spurwink is seeking two full-time Master's level clinicians, one based in Cumberland County and one based in Washington & Hancock counties, for Family Reunification Program serving families involved in the Child Welfare system. Responsibilities include providing family and individual therapy and crisis response to families working to reunify with their children following a child welfare placement. Successful candidates will have clinical experience with families with complex needs and working in home-based settings. Experience with child welfare systems and evidence based practice models preferred. Ability to work non-traditional hours, evenings and weekends, is required. Master's degree, LCSW/LMSW-cc or LCPC/LCPC-cc.

### **Family Reunification Worker - Cumberland & Washington/Hancock Counties**

Spurwink is seeking two candidates, one based in Cumberland County and one based in Washington and Hancock counties, for a full time position working closely with families involved in the child welfare systems in home based setting to support family reunification. Successful candidates must have experience working with children and families and possess good interpersonal skills, including good communication skills, patience and flexibility. Ability to work non-traditional hours, evenings and weekends, is required. Bachelor's degree in human service related field required, LSW, LSW-c eligible required.

### **Live-in Therapeutic Couples - Various Locations**

Come join us in providing a natural home setting for our clients with emotional, behavioral, developmental and/or learning challenges in our agency-owned homes in Southern and Central Maine. Relevant experience helpful; ability to be nurturing and provide firm limit setting and behavior management as needed. Team approach, training, supervision and on-call support provided. The couple MUST live in our agency home. Unfortunately, many of our current openings CANNOT accommodate couples who would wish to bring their own children to live with them in our homes. Spurwink provides a vehicle, the home and household expenses.

### **Occupational Therapist - Cornville Program (Cornville) Sign On Bonus!!**

Spurwink Services has an opening for an OTR for up to 24 hours per week in our Cornville location. Experience with behavioral, emotional and learning challenges, developmental delays and PDD Spectrum/Autism preferred. Master's Degree, Maine Licensure, and appropriate certification preferred; new graduates will be considered. Supervision is provided. \$1K Sign On Bonus!!! \$500 upon hire and then \$500 after 6 months of employment.

### **Occupational Therapist - NH Program (Gonic)**

Spurwink Services has an opening for an OTR for 20 hours at our new Rochester, NH Program. Experience with behavioral, emotional and learning challenges, preferred. Master's Degree and New Hampshire licensure required. New graduates will be considered. Supervision is provided.

### **Occupational Therapy Assistant - Cornville Program (Cornville) Sign On Bonus!!**

Spurwink Services has an immediate opening for a Certified Occupational Therapy Assistant (COTA/L) at our Cornville location. This is a 24 hours a week position. Experience with emotional, behavioral, learning challenges, developmental disabilities, and ASD/Spectrum diagnoses preferred. \$500 Sign On Bonus!! \$250 upon hire and then \$250 after 6 months of employment.

### **On-Call Assistant - Grace Youth Center (Tenants Harbor)**

The GYC On-Call Assistant is an hourly-wage position, without benefits, whose schedules will vary on a biweekly basis. Schedules for on-call coverage will be made by the GYC Site Manager. On-Call Staff must complete a 6 hour orientation to their work at GYC, thereafter followed by periodic training modules and meetings scheduled by the Site Manager. All orientation and training times are paid. H.S. Diploma, G.E.D, or life-equivalent experiences which reflect basic knowledge, social competency, self-regulation, and organization to assist in youth programming.

### **Painter - Saco to Augusta**

Spurwink Services is seeking three full time painters (40 hours per week), seasonal position (June through September) painting interior and exterior of homes/offices/schools. These positions are based in Portland, but travel will be necessary from Saco to Augusta. It's preferable (but not essential) for candidates to have their own transportation, and a mileage reimbursement program is in place. Hours are 7am to 3.30pm Mon-Fri. A background check will be performed prior to employment. Include but are not limited to: prepare surfaces for painting, paint or stain surfaces, and complete small repairs on drywalls as needed for painting. High school diploma/G.E.D and a clean driver's license; Previous painting experience preferred.

### **Project Manager - Administrative Office (Portland)**

Spurwink Services is seeking a full time Project Manager at our Administrative Office in Portland. Typical duties include, but are not limited to: Oversee the management of medium to large resource development and/or business opportunities and initiatives; Explore, seek approval, and coordinate the submission of grants and requests for proposals; Coordinate the development and revision of agency budgets to include analysis of budget-related items; Conduct cost/benefit analysis and/or breakeven analysis for various services or initiatives. Identify and communicate emerging financial risk issues and trends; Manage the development and implementation of new or enhanced projects and/or business opportunities which will ensure sustained growth within Spurwink and/or will meet community needs. Bachelor's degree. Certification in Project management preferred. and four years experience in project management-related activities.

### **Public School Counselor - Gardiner**

Spurwink Services is seeking a clinician to join our Public School Counseling Team in our dynamic and growing Evidenced Based Community Practices Division. The clinician will provide individual and family therapy to youth and their families. This position at the high school level. Supervision and Training are provided as well as the option to purchase health insurance and other benefits. Maine Conditional LMSW/LCPC required; LCSW/LCPC preferred.

### **Residential Milieu Coordinator - Cummings Program (Portland)**

Spurwink Services is currently seeking a full time Residential Milieu Coordinator for our Cummings Program located in Portland. Hours of position: Friday 1-9 Saturday and Sunday 9am-9pm. The Residential Milieu Coordinator must be able to structure and control situations when necessary; to develop understanding and relationships with clients; and to put one's own feelings in the context of what would be most effective in helping particular clients. High school diploma required, Bachelor's Degree preferred.

### **Retail Operations Manager - The Game Loft (Belfast)**

The Game Loft, a community-based organization of Spurwink, is seeking an Operations Manager to manage its retail store. The position is full-time (32 hours/week) and the successful applicant is expected to work Saturdays. Typical duties include, but are not limited to: handling and oversight of all of the day to day processes of the store and warehouse; managing, in conjunction with Directors, product inventory levels and purchasing; monitoring sales activity; managing web related business and order fulfillment, both retail and wholesale. Two years of college or equivalent and two years of retail experience required.

### **Social Worker - Cummings Program (Portland)**

Spurwink Services is seeking seeking an energetic, dedicated full-time licensed Master's Level clinician in our Residential Day Treatment program for youth with emotional, behavioral and/or developmental impacts with manyco-occurring presentations. Typical duties include: Psychosocial assessment; Individual, group and family treatment; Service plan and crisis plan development, promoting an integrated model of care; Consultation and collaboration to/with team members, both internal and external; Documentation includes APS authorizations and management of computerized information systems. Maine State LMSW-CC or equivalent required. LCSW/LCPC preferred. New graduates considered. Supervision provided.

### **Special Education Teacher (Sign-On Bonus!) - Casco Program (Casco)**

Full Time Special Education Teacher needed for self-contained day treatment classroom at our Casco residential program for adolescents with severe emotional, behavioral, and/or developmental challenges. Candidate must be able to set firm consistent limits, deliver small group and individual curriculum/educational programming, supervise paraprofessional, be a leader in the educational milieu, complete paperwork in a timely fashion and utilize a relational milieu therapy model. A background in assessments and learning challenges a plus. Multi-disciplinary team and required seven week summer component. This position has a \$2K Sign-On Bonus. \$1K upon hire and \$1K after six months of employment.

### **Special Education Teacher - NH Program (Gonic)**

We are seeking a Special Education Teacher for a new day treatment program serving high school/middle school aged students with learning issues 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 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.

### **Special Education Teacher (Anticipated) - Cornville Program (Cornville)**

Spurwink Services is searching for a full-time Special Education Teacher to work in the therapeutic day treatment component of a residential program for children and young adolescents with a range of severe emotional, behavioral, and developmental disabilities, including children on the autism spectrum. Position includes a seven week summer component and requires State of Maine teacher certification (282, 286) in Special Education K-12 or documented eligibility for targeted needs, conditional or transitional certificate. Responsibilities include development and delivery of educational programming, supervision of paraprofessional staff, ability to make strong relationships as well as set clear limits with students and to work with a multi-disciplinary team.

### **Speech and Language Pathologist - NH Program (Gonic)**

Half time position in our new Rochester, NH program, providing evaluation and Individual/group treatment in a clinical interdisciplinary setting. We pay state licensure fees, ASHA dues, and required continuing education. Supervision provided. Masters degree and New Hampshire State License in Speech/Language Pathology. CCC preferred, will consider strong CFY candidate.

### **Therapeutic Foster Care Services Supervisor - Central & Southern Maine**

We are seeking a full-time professional position for a MSW trained social worker who has a proven history of successful supervision and program management. The position will supervise 2 case managers, a case aide, and an administrative assistant, as well as provide support and supervision to therapeutic foster parents. Duties include, but are not limited to: hire, train, and supervise case managers, and support and direct therapeutic foster parents across central and southern Maine. Mileage is reimbursed. The successful candidate will be knowledgeable about DHHS rules for licensing foster homes, and will adhere to those rules as well as Spurwink and mental health licensing standards. Experience with the child welfare system is a plus. MSW required ; LCSW, LCSW-C preferred.

### **Volunteer - Grace Youth Center (Tenants Harbor)**

This youth-development, community-centered, professional position provides an exceptional opportunity for the right candidate to serve as a Volunteer for the Grace Youth Center in the coastal community of Tenants Harbor, Maine. Volunteers are not provided wages or compensation for the time or their contributions. Volunteers will be recognized by GYC staff, by the Grace Advisory Board, by Spurwink Services, and certainly by the GYC as our program schedule develops. Suggestions by volunteers are always welcomed by any and all of our staff, and timely replies can be expected. High school diploma or G.E.D. required.

### **Wraparound Facilitator - Targeted Case Manager (Auburn)**

Spurwink Services is seeking a full-time Targeted Case Manager to join our High Fidelity Wraparound team in our Auburn Office. High Fidelity Wraparound is an evidence based process designed to help keep multi-system involved, at-risk children and youth, in the community with their families. Typical duties include, but are not limited to: understanding and adhering to the values and practice standards of High Fidelity Wraparound, and engaging families in completing the Strengths, Needs and Cultural Discovery as part of the psychosocial assessment. Minimum Educational Requirements: Bachelor's degree from an accredited four (4) year institution of higher learning with a specialization in social work or closely related field.