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# YCCAC Employment Opportunities

## Children's Services

### Early Head Start Teacher - Sanford

51 weeks/year, 35 hours/week

The Early Head Start Teacher is responsible for assisting in the planning, implementation, and documentation of an effective and comprehensive child development program. Assumes responsibilities of Primary Caregiving, assuring continuity of care. Supports family strengths and contributes to the development of family/child focused goals and timelines. Requires full compliance with the Head Start Performance Standards as well as State Child Care Licensing regulations.

Applicants must have a state issued Infant Toddler Credential, 1 or 2, or CDA, Associate's Degree in Early Childhood Education preferred. Experience in a center or home-based setting specializing in infant and toddlers necessary. Must demonstrate strong interpersonal, and communication skills. Willing to work flexible hours to meet the needs of families.

### Early Head Start Lead Teacher - Sanford

37.5 hours/49 weeks

The Early Head Start Lead Teacher is responsible for planning, implementing, and documenting an effective, comprehensive child development program. Assumes responsibilities of Primary Caregiving, assuring continuity of care. Develops, documents, and maintains the on-going partnerships with each enrolled family. Develops family /child focused goals and timelines and coordinates monthly home visits with each family. Requires full compliance with the Head Start Performance Standards as well as State Child Care Licensing regulations.

Applicants must have an Infant Toddler CDA. Associate's Degree in Early Childhood Education preferred with coursework equivalent to a major relating to Early Childhood Education. Infant and toddler specific certification is also preferred. A minimum of 3 years' experience in a center or home-based setting specializing in infant and toddlers preferred. Must demonstrate strong interpersonal, communication and supervisory skills. Willing to work flexible hours to meet the needs of families. Must be willing to travel and have own vehicle. When applying please be sure to include your qualifications with resume and application.

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# YCCAC Employment Cont'd

## Early Head Start Teacher - Saco

35 hrs/week, 49 weeks/yr

The Early Head Start Teacher is responsible for assisting in the planning, implementation, and documentation of an effective and comprehensive child development program. Assumes responsibilities of Primary Caregiving, assuring continuity of care. Supports family strengths and contributes to the development of family/child focused goals and timelines. Requires full compliance with the Head Start Performance Standards as well as State Child Care Licensing regulations.

Applicants must have a state issued Infant Toddler Credential, 1 or 2, CDA, Associate's Degree in Early Childhood Education preferred. Experience in a center or home-based setting specializing in infant and toddlers necessary. Must demonstrate strong interpersonal, and communication skills. Willing to work flexible hours to meet the needs of families.

Resumes and applications will be accepted until the position is filled. When applying please be sure to include your qualifications with resume and application.

## Early Head Start Teacher - Sanford

49 weeks/year, 35 hours/week

The Early Head Start Teacher is responsible for assisting in the planning, implementation, and documentation of an effective and comprehensive child development program. Assumes responsibilities of Primary Caregiving, assuring continuity of care. Supports family strengths and contributes to the development of family/child focused goals and timelines. Requires full compliance with the Head Start Performance Standards as well as State Child Care Licensing regulations.

Applicants must have a state issued Infant Toddler Credential, 1 or 2, or CDA, Associate's Degree in Early Childhood Education preferred. Experience in a center or home-based setting specializing in infant and toddlers necessary. Must demonstrate strong interpersonal, and communication skills. Willing to work flexible hours to meet the needs of families.

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# YCCAC Employment Cont'd

## **Classroom Support Aide**

JFK Biddeford-25 hrs. per week-School Year

The Classroom Support Aide functions as a member of Head Start Classroom Team. Responsible for providing classroom support to teachers and kitchen staff, as needed, on a daily basis. Completes housekeeping tasks to assure a clean, safe and inviting classroom that is ready for children to learn and explore. Contributes to ensuring the agency's full compliance with the Head Start Performance Standards and Maine State Licensing Requirements.

Applicants must have a high school diploma and have experience working with children ages 3-5. A completed CHRC is required. A CDA is preferred, as well as experience with children with special needs. Completed resumes/applications will be accepted until the position is filled.

## **Family Liaison-County Wide**

48 weeks/year; 40 hours/week

The Family Liaison will work under the supervision of the Family Engagement/ERSEA Manager. The position responsibilities include: ensuring that quality, comprehensive family services are provided for enrolled children and families, as well as direct involvement in recruitment and enrollment program wide. This position supports families to develop goals and to access community services and resources utilizing a Family Development model. This individual will work in partnership with program staff to provide technical assistance to enhance their ability to develop and support family goals; and contributes to ensuring the agency's full compliance with the Head Start Performance Standards. The Family Liaison works with families in order to meet desired Health and Family Service outcomes. The Family Liaison will also work with families to secure state child care subsidy. They will be responsible for collecting parent fees with the support of our fiscal department.

Applicants must have an Associate's Degree in Human Services, or closely related field; along with prior family service experience. The Family Liaison is expected to complete Family Development Training within the first year of employment. Must be available in the evenings to do parent meetings or home visits if necessary. Must be willing to travel and have own vehicle. Must not have an active record on the System for Award Management (SAM) website. Resumes and applications will be accepted until the position is filled.

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# YCCAC Employment Cont'd

## Head Start Teacher - Sanford

40 hours/week; 49 weeks/year

The Head Start Teacher is responsible for assisting with planning, implementing, and documenting an effective, comprehensive child development program and developing and maintaining partnerships with families. All services must be provided and documented accurately, in compliance with federal and state standards. Contributes to ensuring the agency's full compliance with the Head Start Performance Standards and Maine State Licensing Requirements.

Applicants must have:

- A CDA or a state-awarded certificate that meets or exceeds the requirements for a CDA. An Associate's Degree in Early Childhood or related field is preferred. However; we will accept a candidate that is enrolled in an associate or baccalaureate degree program.
- Ed tech II or higher.
- Have experience in an early childhood setting.
- Be an open, warm, caring and accepting person, and willing to work flexible hours to meet the needs of the families.

Completed resumes and applications will be accepted until the position is filled.

## Nasson Health Care

### Nurse Care Manager

Full Time Position

The Nurse Care Manager coordinates services for patients with a range of acute and chronic conditions, including opioid use disorder. This position is responsible for collaborating with providers and practice staff in identifying appropriate patients for care management, utilizing established Care Management criteria. Conducts initial and periodic assessments for patients identified and referred for care management services. Prioritizes patients according to intensity, need, and required follow-up. Formulates and implements a care management plan that addresses the patient's needs, resources and care goals; determines the choices available to individual patients; educates the patient/family on choices available.

Applicants must have a Bachelor's degree in nursing from an accredited nursing school in the United States and a Maine Registered Nurse License. Minimum of three years' experience in a primary care medical practice, social service agency, substance use disorder treatment program or other health care facility. Must be able to manage conflict, stress, and multiple simultaneous work demands in an effective and professional manner. Function as a clinical resource person to staff. Strong written and verbal communication skills. Proficiency in the use of at least one Meaningful Use-certified electronic medical record system, population

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# YCCAC Employment Cont'd

health application and basic Microsoft applications. Completed resumes and applications will be accepted until the position is filled.

## **Patient Accounts Specialist**

Full time position

The Patient Accounts Specialist role is vital to the financial health of the practice, working collaboratively with the administrative and clinical staff, to accurately submit and follow up on all insurance claims in a timely manner, including making payment arrangements with patients. Must have in-depth understanding of Medicaid, Medicare, and 3rd party insurance billing. Be able to create reports for all financial classes to identify unpaid claims and balances. Manage a range of billing tasks, including patient statements, daily sheets, refunds, payer takeback requests and account credits.

Bachelor's degree in business, health care management or related field preferred. Minimum of three years' experience in a health care administrative setting. Familiarity with medical terminology, insurance statements and diagnostic and procedure codes. Completed resumes and applications will be accepted until the position is filled.

## **Medical Assistant**

52 weeks/year; 40 hours/week

The Medical Assistant works collaboratively with a team of health professionals to provide comprehensive primary care to all patients while utilizing the Patient-Centered Medical Home model of care delivery. Collaborates with other members of the practice team to prepare for patients' office visits and assure that all indicated services are planned and delivered. Supports the attainment of optimal, patient-centered outcomes defined by a care planning process between providers, patients, and patients' support members. Carries out new patient orientation session and prepares patients for provider visits. Assists with examinations, procedures and treatments. Performs in-office diagnostics, treatments according to practice guidelines and a variety of routine blood drawing procedures. Processes lab specimens and prepares and administers medications and immunizations.

Applicants must have associate degree in Medical Assisting or diploma from an Approved Practical Nursing Program. Experience in a primary care medical practice preferred. Capable of applying critical thinking skills in performing patient assessment and care. Demonstrated proficiency in using the electronic medical record and practice management systems. Ability to work as part of a team that supports integration of medical, behavioral health and dental care. Resumes and applications will be accepted until the position is filled.

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# YCCAC Employment Cont'd

## Dentist

Nasson Health Care is seeking a qualified Dentist to work collaboratively with a team of health and administrative professionals to provide dental services to patients while utilizing the Patient-Centered Medical Home model of care delivery. The Dentist:

- Provides direct clinical services in accordance with the highest standards of dentistry practice; engages in screening, assessment, diagnosis, treatment, and self-care planning for individuals referred for dental services;
- Collaborates with members of the practice team to manage the care of patients with high-risk and complex conditions; engages population health strategies to identify and address health needs among various segments of the patient population;

Applicants must have a DMD or DDS degree from an accredited school in the U.S., an unrestricted Maine license to practice dentistry, as well as a U.S. Drug Enforcement Agency license. Qualifications include:

- Experience in a clinical practice or primary care medical practice preferred;
- Demonstrated respect for cultural diversity in serving patients and families;
- The ability to apply critical thinking skills in performing patient assessment and care;
- Working knowledge of the core concepts of evidence-based practice, social and behavioral determinants of health, population-based care, integration of medical, behavioral health and dental care, and Meaningful Use of health information technology;

Springvale is an iconic New England village located in western York County, Maine, less than an hour's drive from Portland, Maine and Portsmouth, New Hampshire. Nasson Health Care is an eligible site for the National Health Service Corps. Student Loan Repayment Program.

Completed cover letter, resume, and YCCAC employment application will be accepted until position is filled.

## Transportation

### SUMMER DRIVERS - Bus & Trolley

Join the Shoreline Explorer team for the 2018 season from June 23rd through Labor Day. A program of York County Community Action, we are a seasonal trolley and shuttle bus service running along the southern Maine coast from Kennebunk/Kennebunkport to York Beach.

Flexible hours---part-time or full-time, Competitive Wages

MUST HAVE:

- A CDL "P" (air brake endorsements a plus)
- Clean driving record

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# YCCAC Employment Cont'd

- Good with children and special needs passengers
- Wheelchair handling experience helpful, but not required, will train

For more information please contact:

Dot Morin

207-324-5762 ext. 2939

800-965-5762 ext. 2939

Completed resumes and applications will be accepted until the positions are filled.

## Bus Driver

Full Time Position

The York County Transportation Program seeks a qualified individual to transport persons to and from their destinations along demand response and Flex-routes, and assist passengers on and off the vehicle. Applicants must have a CDL with a "P" and air brake endorsement, clean driving record and good defensive driving skills, with a minimum of 3 years driving experience. Ability to drive a 20-24 passenger bus, operate a wheelchair lift and capable of lifting up to 50 pounds. Have the ability to communicate with clients with courtesy and respect. Must be able to comply with Federal Drug / Alcohol testing requirements and all Federal Motor Carrier Safety Regulations according to the US Dept. of Transportation. Resumes and applications will be accepted until the position is filled.

## Volunteer Drivers Wanted

Flexible Schedules

Have extra time on your hands? Want to do something meaningful with it while earning extra money? Become a Volunteer Driver!

York County Community Action is looking for interested persons to volunteer their time and vehicle to drive York County residents, including children and elderly individuals to necessary appointments. If you are dependable, have a reliable vehicle and a strong desire to give of yourself, this could be the job for you!

Benefits: Flexible schedules, Tax Free mileage reimbursement, community involvement

Requirements:

21+ years of age

Valid Maine driver's license

Good driving record

Proof of vehicle registration and insurance

In depth background checks as required by contract.

Interested individuals should contact Deb Paradis, Transportation Assistant Director at 459-2931.