



POSITION OPENINGS – April 19, 2017

To apply for positions, please send a completed application (found on the homepage of our website, www.communityactionmidne.com) to: Community Action Partnership of Mid-NE, Human Resources, P.O. Box 2288, Kearney, NE 68848-2288. Applications may also be picked up or dropped off at 16 W 11th Street, Kearney, NE. Applications can also be submitted by fax or email. Fax to (308) 865-5681 or email ceurek@mnca.net. If you have any questions regarding the submission of an application, please call (308) 865-5675 and ask for Carrie. **Please note that if you would like to submit the application from our website by clicking the submit button, you must use Internet Explorer as your browser. Other internet browsers will not work. An email confirmation from ceurek@mnca.net will be sent if your application was successfully submitted and received.** The confirmation email may take a few hours; if you have not received anything after 24 hours, please contact HR.

*** All successful applicants must pass a pre-employment drug test and criminal background check as required by agency policy.**

Position: Community Services Coordinator – Franklin

Applications accepted until May 2, 2017.

Responsibilities: Individual will work **directly with families and individuals** providing strength based case management as well as identify needs and make referrals. Individual must possess a **high level of initiative** and the *ability to work independently*, have basic computer skills, and excellent oral and written communication skills. **Must be able to foster and maintain positive community partnerships.** Bachelor's degree in Social Work, Family Studies or related field preferred; previous experience in human services/case management will be considered. Valid driver's license and good driving record is required. Individual must have reliable transportation as the Community Services Coordinator will travel to surrounding counties to ensure community needs are being met.

Pay and Benefits: Position is full-time, salaried-exempt. Starting pay range is \$23,660-\$25,000. Benefits include: paid holidays, benefit dollars (must be used towards one or more of the four options available from the agency), PTO, short term disability insurance, and Employee Assistance Program. Individuals are eligible for benefits from date of hire, there is no waiting period.

For more information call (308) 865-5675. Ask for Tammy.

Position: Early Head Start Family Educator - Kearney

Applications accepted until May 2, 2017.

Responsibilities:

- Work with parents to strengthen the family's knowledge of child development, including assisting parents with understanding how children grow and learn
- Plan and conduct child education activities with parents which meet the child's intellectual, physical, emotional and social needs including use of research-based strategies to support the development of literacy and language skills for children who are limited English proficient
- Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education into the program, providing information and referrals if necessary
- Recruit and maintain funded enrollment of eligible families, (including infants/toddlers with disabilities), maintain a wait list, replace open slots within 30 days of opening
- Ensure 45 and 90 day Health Service mandates (physicals, vision, dental, hearing) are in compliance, and pregnant woman, infant/toddler Health History is complete; track all follow-up information and be responsible for Healthy Relationship promotion initiative
- Ensure pregnant women receive assistance in obtaining proper pre/postnatal care
- Ensure education and promotion of breastfeeding
- Administration of Developmental Observation Checklist System and Behavioral & Emotional Health Screening

Minimum Requirements: High school diploma or equivalent; previous experience working with families to include family goal setting, identification and referral to community resources, and curriculum planning. Prefer degree and/or experience in Early Childhood Education or related field such as social work, health or human services.

Pay and Benefits: Starting wage is \$10.78 an hour. Position is full-time, 40 hours a week, full-year. Benefits include: benefit dollars (\$400/month - must be used towards one or more of the four options available from the agency which are BCBS group health insurance, group dental, retirement plan, and term life insurance), paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Individuals are eligible for benefits from date of hire, there is no waiting period.

For more information, call (308) 865-5690 and ask for Lisa.

The Head Start Positions listed on the following pages are currently open and will begin with the next school year. Starting date is Friday, August 4, 2107.

Position: Head Start Family Service Assistant – Kearney (Part-time, part-year)

Applications accepted until June 13, 2017.

Responsibilities: Individual will be *responsible for the recruitment and enrollment* of Head Start children and families. Position will also *provide support for individual family self-management goals*. Individual must have *people skills* as well as *initiative and organizational skills*. Previous experience and/or education in Family Studies or the Human Service field is required. College degree preferred, but not required. Fluent in English and Spanish is highly desirable.

Pay and Benefits: Starting wage is \$10.76 an hour. Position is part-time, 36 hours a week for 40 weeks (August – May) or 68% FTE. Benefits are not available for this position.

For more information call (308) 865-5690. Ask for Sharyn.

Position: Head Start Teacher Assistant– Ogallala (Part-time, part-year)

Applications accepted until June 13, 2017.

Responsibilities: Requires experience teaching preschool-age children in a child care environment, as well as a willingness to enroll in a program leading to an associate or baccalaureate degree in early childhood, if currently not held. A current child development associate credential or AA in early childhood is preferred, but not required. Individual will *assist the Head Start Teacher in the classroom* and perform the duties of the Teacher in his/her absence. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$9.55-\$10.93 an hour depending on education and experience. Position is 34 hours a week for 38 weeks (August – May) or 62% FTE. Benefits are not available for this position.

For more information call (308) 865-5690. Ask for Sarah.

Position: Head Start Teacher – Ogallala (Full-Time, part-year)

Applications accepted until close of business on June 13, 2017.

Responsibilities: Individual will *prepare and implement weekly lesson plans* and educational activities. Individual must have an AA in Early Childhood or a related field – working toward a BA in Early Childhood. If individual has a BA in a related field, they must have 6 hours of EC coursework or be willing to work towards 6 hours of EC coursework. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$12.39-\$13.61 an hour. Position is full-time, 40 hours a week for 39 weeks (August-May) or 75% FTE. Benefits include: benefit dollars (\$400/month - must be used towards one or more of the four options available from the agency which are BCBS group health insurance, group dental, retirement plan, and term life insurance), paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Individuals are eligible for benefits from date of hire, there is no waiting period.

For more information call (308) 865-5690. Ask for Sarah.

Position: Head Start Family Service Assistant – Cozad (Part-time, part-year)

Applications accepted until June 13, 2017.

Responsibilities: Individual will be *responsible for the recruitment and enrollment* of Head Start children and families. Position will also *provide support for individual family self-management goals*. Family Service Assistant will help with the distribution of ready-made breakfast and the distribution of snack. Individual must have *people skills* as well as *initiative and organizational skills*. Previous experience and/or education in Family Studies or the Human Service field is required. College degree preferred, but not required.

Pay and Benefits: Starting wage is \$10.25 an hour. Position is 36 hours a week for 39 weeks (August – May) or 68% FTE. Benefits are not available for this position.

For more information call (308) 865-5690. Ask for Sarah.

Position: Head Start Teacher Assistant– Minden (Full-time, part-year)

Applications accepted until June 13, 2017.

Responsibilities: Requires experience teaching preschool-age children in a child care environment, as well as a willingness to enroll in a program leading to an associate or baccalaureate degree in early childhood, if currently not held. A current child development associate credential or AA in early childhood is preferred, but not required. Individual will *assist the Head Start Teacher in the classroom* and perform the duties of the Teacher in his/her absence. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$9.55-\$10.93 an hour depending on education and experience. Position is 40 hours a week for 46 weeks or 88% FTE (August – May). Benefits include: benefit dollars (\$400/month - must be used towards one or more of the four options available from the agency which are BCBS group health insurance, group dental, retirement plan, and term life insurance), paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Individuals are eligible for benefits from date of hire, there is no waiting period.

For more information call (308) 865-5690. Ask for Lisa.

Position: Head Start Cook – Minden (Part-time, part-year)

Applications accepted until June 13, 2017.

Responsibilities: Individual will *prepare* meals for children, volunteers and staff, as well as *perform kitchen maintenance, inventory, and clean up, and purchase groceries*. It is **highly desirable** that the meals prepared are **home-made** and the use of “already made” food is limited. *Education or experience in food preparation, health and sanitation is required*. Must be able to work independently as well as part of a team. Individual must have a valid Nebraska’s Driver’s License.

Pay and Benefits: Starting wage is \$9.52 an hour. Position is part-time, part-year at 32 hours a week for 39 weeks or 60% FTE (Mid-August through Mid-May). Benefits are not available for this position.

For more information call (308) 865-5690. Ask for Lisa.

Position: Head Start Teacher's Aide – Minden and Holdrege (Part-time, part-year)

Applications accepted until June 13, 2017.

Responsibilities: Individual will assist the Teacher and Teacher Assistant in the classroom. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$9.50 an hour. Position is part-time, part-year at 32 hours a week for 37 weeks or 57% FTE (August – May). Benefits are not available for this position.

For more information call (308) 865-5690. Ask for Lisa.
