



POSITION OPENINGS – May 17, 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: WIC Registered Dietitian or Nutritionist – Lexington and Kearney (2 positions are open, one will be located in Kearney, the other in Lexington.)

Applications accepted until May 31, 2017.

Responsibilities: If you are looking to **truly make a difference** in the *lives of others*, this is the job for you! Primary duties include counseling, promoting health, breastfeeding and nutrition, determining nutritional risks, prescribing supplemental foods, providing health education and care management to individuals and families who are members of vulnerable population and high risk groups, along with community outreach. **No LATE EVENINGS, WEEKENDS, or HOLIDAYS!** May require some occasional travel, transportation is provided. Applicant must have a Bachelor's degree in Dietetics, Nutritional Sciences, Community Nutrition or related field from an accredited college or university. Registered Dietitian preferred. Bilingual considered a plus. Applicants must have excellent oral and written communication skills, the ability to provide great customer service, and be a team player as well as possess the initiative to work independently.

Pay and Benefits: Starting wage is \$18.00-\$22.00 an hour, dependent on education, certification, and experience. Current Breastfeeding credentials (CBE, CLC, or IBCLC) a plus and will be compensated for. Full-time position is 32 hours a week and includes benefits. 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) 865-5356. Ask for Judy.

Position: Administrative Office Receptionist– Kearney

Applications accepted until close of business on May 31, 2017.

Responsibilities: Responsibilities include answering the telephone, **disseminating information** in house, as well as to **other Kearney office locations** (mail, faxes and messages), maintaining and ordering supplies, data entry, etc. Requires experience with computer systems including Word, Excel and Outlook. Must be able to work a multi-line phone system and **possess basic receptionist skills** including excellent customer service skills. Position does require valid driver's license and good driving record. Individual must become knowledgeable of the programs offered by the agency and refer callers to the correct program or individual. Bilingual skills (fluent in English and Spanish) considered a plus. **Must be a team player** as well as able to **work independently with minimal supervision**. **An outgoing and pleasant personality is a must!**

Pay and Benefits: Starting wage range is \$10.00-\$11.00/hour. Position is full-time, 40 hours a week. 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.

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

Position: RYDE Transit Dispatcher/Scheduler - Hastings

Applications accepted until close of business on May 31, 2017.

Responsibilities: Applicants must have **excellent verbal and written communication skills** as well as computer experience. Previous dispatching skills preferred but not required. Applicants must **enjoy and excel** at working with the public, be able to **work in a fast paced environment**, and be **creative problem solvers**. Candidates must be able to work independently as well as part of a team. Must have **knowledge** of the **Hastings community**. Final applicants are subject to federal guidelines related to background checks and DOT (Department of Transportation) drug/alcohol testing. Bilingual (fluent in both English and Spanish) highly desirable, but not required. Position requires valid driver's license and good driving record.

Pay and Benefits: Starting wage is \$10.25/hour. Position is full-time, 40 hours a week; Monday through Friday. 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 (402) 463-5681 and ask for Karin.

Position: Part-time RYDE Driver/Dispatcher –Lexington

Applications accepted until May 31, 2017.

Responsibilities: Applicants must have **excellent verbal and written communication skills** as well as computer experience. Previous dispatching skills preferred but not required. Applicants must ***enjoy and excel*** at working with the public, be able to **work in a fast paced environment**, and be **creative problem solvers**. Candidates must be able to work independently as well as part of a team. Must have **knowledge of the Lexington community and a good driving record**. Final applicants are subject to federal guidelines related to background checks (including fingerprint) and DOT (Department of Transportation) drug/alcohol testing. Bilingual (fluent in both English and Spanish) highly desirable, but not required.

Pay and Benefits: Starting wage is \$10.25 an hour, approximately 20 hours a week. Benefits are not available for this position.

For more information call (308) 865-5677 and ask for Charles.

Position: Part-time RYDE Driver –Kearney and Hastings

Applications accepted until position filled.

Responsibilities: Individual must have a valid Nebraska Driver's License and a *good driving record*. Applicants must have **excellent written and oral communication skills** and **enjoy working with the public**. All drivers are subject to federal guidelines related to background checks (including fingerprint) and drug/alcohol testing. Must have knowledge of the Kearney community.

Pay and Benefits: Starting wage is \$10.25 an hour, approximately 10-15 hours a week. Benefits are not available for this position.

For more information call (308) 865-5677 and ask for Charles.

The Head Start Positions listed below 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: Program Support Associate – Kearney (Full-Time, Full-Year)

Applications accepted until June 13, 2017.

Responsibilities: Individual will assist Kearney Head Start and Early Head Start centers by filling in during staff shortages due to vacation, trainings, etc. Individual will also assist Head Start Central Office with projects when not being utilized in the centers. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$9.55 an hour. Position is full-time, 40 hours a week for 52 weeks (August-May) or 100% 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 Lisa.

Position: Head Start Center Assistant – Kearney

Applications accepted until June 13, 2017.

Responsibilities: Individual is responsible for assisting in the classroom when needed; stocking center supplies; light cleaning duties, assisting the cook when needed, and enrollment and volunteer recruitment. Experience in early childhood education activities preferred.

Pay and Benefits: Starting wage is \$9.50 an hour. Position is 40 hours a week for 39 weeks or 75% 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 Sharyn.

Position: Head Start Teacher – Kearney (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 42 weeks (August-May) or 81% 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 Sharyn.

Position: Head Start Teacher – Holdrege (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 46 weeks (August-May) or 88% 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 Lisa.

Position: Head Start Teacher – North Platte (Full-Time, Full-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 52 weeks (August-May) or 100% 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 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.
