



## POSITION OPENINGS – July 10, 2017

To apply for positions, please send a completed application (found on the homepage of our website, [www.communityactionmidne.com](http://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 11<sup>th</sup> Street, Kearney, NE. Applications can also be submitted by fax or email. Fax to (308) 865-5681 or email [ceurek@mnca.net](mailto: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](mailto: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.**

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**Position:** Weatherization Crew Worker – Kearney

Applications accepted until July 18, 2017.

**Responsibilities:**

- Installation of all required weatherization materials in accordance with Agency and funding source standards.
- Accountable for the quality and quantity of all materials installed on units.
- Must attend all required meetings and training sessions.
- Must complete approved Certified Renovator training at the first available opportunity.
- Must complete HUD approved Lead Safe Work Practices training at first available opportunity.

**Work four, 10 hour days, no weekends or holidays!** Applicants for this position must have previous experience in *basic construction* and be able to **work independently** as well as **part of a team**. Attention to detail a must. Daily *travel around the Kearney area* is frequent. With daily travel to communities near Kearney, individuals return to the Kearney worksite, and **transportation is provided**. It is preferred individuals have a good driving record and valid NE driver's license. *All final applicants must successfully pass a background check and drug test in accordance to agency policies.*

**Pay and Benefits:** Starting wage is \$12.00 an hour. Position is full-time, 40 hours a week, and individuals are eligible for benefits. 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 and ask for Jackie.

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**Position: Early Head Start Teacher – Kearney**

**Applications accepted until close of business on July 18, 2017.**

**Responsibilities:** Individual must have an AA or Bachelor's degree in Early Childhood, or a degree in related field. If a degree in a related field, coursework relevant to infants and toddlers is preferred, but not required as Early Head Start will provide assistance to obtain the necessary coursework. Teachers will work with infants and toddlers. Individual will be responsible for:

- Ensuring weekly submission of lesson plans and daily lesson planning is occurring
- Completing and submitting Child Development Plans
- Conducting developmental screenings of infants and toddlers motor, language, social, cognitive, perceptual, and emotional skills
- Implementation of High Scope curriculum that includes active learning and practices that are developmentally appropriate
- Implementation of infant/toddler outcomes, including the completion of Child Observation Records (COR) and taking of anecdotal notes
- Feeding infants according to their home schedule, holding them every time they are fed, and sharing information about their eating with parents/guardians daily
- Providing diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner

**Pay and Benefits:** Starting wage is \$10.38-\$12.55 an hour. Position is full-time, 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) 865-5026 and ask for Amber.

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

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

**Applications accepted until July 18, 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 \$9.68-\$11.08 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) 345-5468. Ask for Sue.

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

**Applications accepted until close of business on July 18, 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 \$12.56-\$13.79 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) 345-5468. Ask for Sue.

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

**Applications accepted until July 14, 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 \$9.65 an hour. Position is part-time, part-year at 20 hours a week for 34 weeks or 33% FTE. Benefits are not available for this position.

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

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**Position: Head Start Teacher – North Platte (Full-Time, Full-Year)**

**Applications accepted until close of business on July 18, 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 \$12.56-\$13.79 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) 345-5468. Ask for Sue.

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

**Applications accepted until close of business on July 11, 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 \$12.56-\$13.79 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.

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