



POSITION OPENINGS – August 9, 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.**

*** Community Action Partnership of Mid-NE requires a High School Diploma or GED as the minimum educational requirement for all positions.**

Position: Weatherization Crew Worker – Kearney

Applications accepted until August 15, 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.

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.

Position: Early Head Start Teacher – Kearney

Applications accepted until close of business on August 15, 2017.

Requirements: 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.

We are seeking an Infant and Toddler Teacher to join our team.

Responsibilities:

- Support the development of infants and toddlers through positive interactions and classroom activities
- Create a fun and safe learning environment
- Develop schedules, routines and lesson planning to ensure adequate physical activity, rest and playtime
- Implementation of High Scope curriculum that includes active learning and practices that are developmentally appropriate
- Completion of child assessments and daily communication reports for the children

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.

Position: Administrative Office Receptionist– Kearney

Applications accepted until August 16, 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: Part-time RYDE Driver –Kearney

Applications accepted until August 15, 2017.

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 and be available to work late afternoon hours, M-F.

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.

Position: WIC Clerk - Kearney

Applications accepted until August 22, 2017.

Responsibilities: Individual will be responsible for assessing enrollment, serving clients, issuing checks, maintaining clinic flow, recording, filing, and verifying data. Requires excellent oral and written communications skills and ability to provide *excellent customer service*. Must be able to work as part of a team as well as independently. ***Bilingual skills required; to qualify as bilingual, individual must be able to speak and write in English and Spanish fluently.***

Pay and Benefits: Position is full-time, 32 hours a week. Starting pay is \$11.00-\$12.00 an hour, depending on experience, and includes 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) 865-5356 and ask for Judy.

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

Applications accepted until August 22, 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.

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

Applications accepted until August 22, 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.

Pay and Benefits: Starting wage is \$10.39 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) 345-5468. Ask for Sue.
