



POSITION OPENINGS – November 22, 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: Early Head Start Teacher – Kearney

Applications accepted until close of business on December 5, 2017.

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

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) 865-5690 and ask for Amber

Position: Full-time RYDE Driver – Lexington

Applications accepted until December 5, 2017.

Requirements: Individual must have a valid Nebraska Driver's License and a *good driving record*. CDL is not required. 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 Lexington/Dawson County community.

Pay and Benefits: Starting wage is \$10.25 an hour. Position is full-time, 30-32 hours a week, M-F. 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) 865-5677 and ask for Charles or Mitch.

Position: Part-time RYDE Driver – Lexington

Applications accepted until December 5, 2017.

Requirements: Individual must have a valid Nebraska Driver's License and a *good driving record*. CDL is not required. 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 Lexington/Dawson County community.

Pay and Benefits: Starting wage is \$10.25 an hour, approximately 15-20 hours a week. Hours are M-F. Benefits are not available for this position.

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

Position: Substitute RYDE Drivers – Lexington

Applications accepted until December 5, 2017.

Requirements: Individual must have a valid Nebraska Driver's License and a *good driving record*. CDL not required. 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. Substitute drivers are on an as needed/on call basis; must be available to fill in during normal business hours with sometimes short advanced notice. *Perfect position for retired individuals looking to stay engaged with the community!*

Pay and Benefits: Starting wage is \$10.25 an hour. Substitutes are on an as needed basis, with no regularly scheduled hours. Hours are M-F. Benefits are not available for these positions.

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

Position: Substitute RYDE Driver – Franklin

Applications accepted until December 5, 2017.

Requirements: Individual must have a valid Nebraska Driver's License and a *good driving record*. CDL not required. 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. Substitute drivers are on an as needed/on call basis; must be available to fill in during normal business hours with sometimes short advanced notice. *Perfect position for retired individuals looking to stay engaged with the community!*

Pay and Benefits: Starting wage is \$10.25 an hour. Substitutes are on an as needed basis, with no regularly scheduled hours. Hours are M-F. Benefits are not available for these positions.

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