



POSITION OPENINGS – January 4, 2017

To apply for positions, please send a completed application (found on the homepage of our website, www.communityactionmidne.com, under the career tab) 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. If you have questions about a job listing below, please contact the individual listed.

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

Applications accepted until January 16, 2018.

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; 32 hours a week for 39 weeks or 60% FTE. Benefits are not available for this position.

For more information call (308) 865-5690 and ask for Sarah, or email sarahb@mnca.net.

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

Applications accepted until January 16, 2018.

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 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 and ask for Sharyn, or email sharynn@mnca.net.

Position: Substitute RYDE Driver – Minden and Franklin

Applications accepted until January 16, 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, or someone looking for a little extra income!*

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: WIC Registered Dietitian or Nutritionist –Kearney

Applications accepted until January 16, 2018.

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, assigning food packages, 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 \$19.00-\$24.00 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 (\$415/month - must be used towards one or more of the five options available from the agency which are BCBS group health insurance, group dental, group vision, 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 and ask for Judy, or email jschultz@mnca.net.
