



## **POSITION OPENINGS – March 5, 2018**

To apply for positions, please send a completed application (found on the homepage of our website, [www.communityactionmidne.com](http://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 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. 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.**

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**Position: Early Head Start Family Educator - Kearney**

**Applications accepted until March 13, 2018.**

**Responsibilities:**

- Work with parents to strengthen the family's knowledge of child development, including assisting parents with understanding how children grow and learn
- Plan and conduct child education activities with parents which meet the child's intellectual, physical, emotional and social needs including use of research-based strategies to support the development of literacy and language skills for children who are limited English proficient
- Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education into the program, providing information and referrals if necessary
- Recruit and maintain funded enrollment of eligible families, (including infants/toddlers with disabilities), maintain a wait list, replace open slots within 30 days of opening
- Ensure 45 and 90 day Health Service mandates (physicals, vision, dental, hearing) are in compliance, and pregnant woman, infant/toddler Health History is complete; track all follow-up information and be responsible for Healthy Relationship promotion initiative
- Ensure pregnant women receive assistance in obtaining proper pre/postnatal care
- Ensure education and promotion of breastfeeding
- Administration of Developmental Observation Checklist System and Behavioral & Emotional Health Screening

Minimum Requirements: High school diploma or equivalent; previous experience working with families to include family goal setting, identification and referral to community resources, and curriculum planning. Prefer degree and/or experience in Early Childhood Education or related field such as social work, health or human services.

**Pay and Benefits:** Starting wage is \$10.93 an hour. Position is full-time, 40 hours a week, full-year. 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) 865-5690 and ask for Amber or email [ambers@mnca.net](mailto:ambers@mnca.net).

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

**Applications accepted until March 13, 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 and 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 and good driving record.

**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](mailto:sarahb@mnca.net).

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**Position: Weatherization Crew Worker – Kearney**

**Applications accepted until March 13, 2018.**

**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: 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) 865-5675 and ask for Jackie or email [jharpst@mnca.net](mailto:jharpst@mnca.net).

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**Position: Kitchen Aide – Peterson Senior Activity Center Meal Program**

**Applications accepted until March 13, 2018.**

**Primary Responsibilities:**

1. Responsible for **general cleaning/housekeeping** for the Center.
2. Ensure *maintenance* of all *kitchen equipment* and **daily** kitchen and dining area **clean up**.
3. Assist in daily meal preparation for the Center as needed.

**Tasks and Duties:**

1. Assist on serving line, as needed.
2. Assist in daily meal preparation as needed.
3. Clean kitchen area, dining area, and store room area.
4. Clean all utensils, cooking vessels, and serving equipment.

**Pay and Benefits:** Starting wage is \$9.50 an hour. Position is part-time, 20 hours a week. Benefits are not available for this position.

For more information call (308) 865-5675 and ask for Tammy, or email [tjeffs@mnca.net](mailto:tjeffs@mnca.net).

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**Position: Part-time RYDE Driver – Lexington**

**Applications accepted until March 13, 2018.**

**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 and drug/alcohol testing. *Perfect position for semi-retired individuals looking to stay engaged with the community!* Must have knowledge of the Lexington community.

**Pay and Benefits:** Starting wage is \$10.25 an hour, approximately 15-25 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.

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**Position: Head Start Teacher Assistant – Cozad (Temporary)**

**Applications accepted until March 20, 2018.**

**Responsibilities:** Position will be for approximately 4-6 weeks and work until the end of the current school year. Individual must have experience teaching preschool-age children in a child care environment. Individual will assist the Head Start Teacher in the classroom and perform other duties that assist in the operation of the center. Must be a team player and model appropriate/professional behavior.

**Pay and Benefits:** Starting wage is \$9.68-\$11.08 an hour. Benefits are not available for this position.

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

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**Position: Part-time RYDE Driver – Aurora**

**Applications accepted until March 20, 2018.**

**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 and drug/alcohol testing. *Perfect position for semi-retired individuals looking to stay engaged with the community!* Must have knowledge of the Aurora 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.

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