



POSITION OPENINGS – April 27, 2018

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; or any of our office locations throughout our service area. 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. Consideration may be given for those working towards a GED, or willing to work towards obtainment of a GED.**

Position: Weatherization Crew Worker – Kearney

Applications accepted until May 1, 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! It is preferred applicants for this position has *basic construction* knowledge (will train the right person) 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 \$12.50 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.

Position: Norton County Head Start Family Educator – Norton, KS

Applications accepted until May 8, 2018.

Responsibilities: Maintain *weekly home visits* and twice a month group socializations, provide assistance and *support to families*, and attain knowledge of community resources and enhance partnerships within the community. 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, or human services and must have a good driving record and valid driver's license. Individual must be able to *work independently* as well as *part of a team* and *maintain a high degree of communication with the Head Start Program Manager*.

Pay and Benefits: Starting pay is \$10.93 an hour. Position is 40 hours a week for 43 weeks (August – mid-June), then 24 hours a week for 8 weeks (mid-June – July). 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 (785) 877-2213 and ask for Debbie, or email debbiel@mnca.net.

Position: Frontier County Head Start Family Educator – McCook

Applications accepted until May 8, 2018.

Responsibilities: Maintain *weekly home visits* and twice a month group socializations, provide assistance and *support to families*, and attain knowledge of community resources and enhance partnerships within the community. 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, or human services and must have a good driving record and valid driver's license. Individual must be able to *work independently* as well as *part of a team* and *maintain a high degree of communication with the Head Start Program Manager*.

Pay and Benefits: Starting pay is \$10.93 an hour. Position is 40 hours a week for 43 weeks (August – mid-June), then 24 hours a week for 8 weeks (mid-June – July). 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 (785) 877-2213 and ask for Debbie, or email debbiel@mnca.net.

Position: Substitute RYDE Driver – Minden

Applications accepted until May 15, 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. 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.
