



## **POSITION OPENINGS – April 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. Consideration may be given for those working towards a GED, or willing to work towards obtainment of a GED.**

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### **Position: Full-time RYDE Driver – Minden**

**Applications accepted until April 10, 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 (including fingerprint) and drug/alcohol testing. Must have knowledge of the Minden community and ability to create and maintain community partnerships.

**Pay and Benefits:** Starting wage is \$10.25 an hour; position is 40 hours a week, M-F. 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) 865-5677 and ask for Charles or Mitch.

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**Position: Early Head Start Office Manager/Center Director – Kearney**

**Applications accepted until April 17, 2018.**

**Responsibilities:** Provide direction to center staff to *ensure compliance with performance standards and program requirements*. Individual will also be responsible for assisting in the recruitment and enrollment of Early Head Start children and families, as well as developing and maintaining community partnerships. Individual should possess **strong computer, leadership, organization, and people skills**. Requires **previous child care experience** and experience in social services and/or human services, and previous supervisory experience is preferred. Must **meet one** of the following State of NE Child Care Licensing **requirements for Center Director**, which can be found here: <http://dhhs.ne.gov/publichealth/Licensure/Documents/CCC391-3.pdf>, page 24.

**Pay and Benefits:** Starting wage is \$12.16 per hour. Position is full-time, 40 hours a week, M-F. 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 Program Resource Coordinator – Kearney**

**Applications accepted until April 17, 2018.**

**Responsibilities:** Major responsibilities include:

- New hire orientation duties including paperwork, training, and scheduling of physicals and pre-employment drug testing for Head Start employees;
- Work with educational institutions on staff credentialing and maintain data;
- Coordination and operation of out of town Head Start Policy Council meetings which includes compiling and completing agendas and minutes;
- Linkages between Policy Council and sharing of information with Community Action Board of Directors;
- Compilation and update of annual community assessment and strategic planning processes;
- Update and maintain program materials such as annual report, recruitment flyers, etc.;
- Data entry of child/family information/filing, etc.

Requires experience with computer systems including Word, Excel and Outlook. **Must be a team player** as well as able to **work independently with minimal supervision**. Individual must have excellent oral and written communication skills. Prefer a degree in Human Resources, Child/Family/Human Services, or related field, but will consider experience in lieu of degree for the right person.

**Pay and Benefits:** Starting wage range is \$12.19-\$12.97 an hour. Position is full-time, 40 hours a week, M-F. 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 Lisa, or email [lisag@mnca.net](mailto:lisag@mnca.net).

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**Position: Weatherization Crew Worker – Kearney**

**Applications accepted until April 17, 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. *All final applicants must successfully pass a background check and drug test in accordance to agency policies.*

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

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

**Applications accepted until April 24, 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: Part-time RYDE Driver – Aurora**

**Applications accepted until April 24, 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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