



POSITION OPENINGS – June 4, 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 be submitted by fax to (308) 865-5681, or emailed to the individual listed under the contact information for the position. 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: Part-time RYDE Driver – Elwood

Applications accepted until June 12, 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 Elwood and surrounding communities.

Pay and Benefits: Starting wage is \$10.25 an hour, approximately 20-25 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.

Position: Part-time RYDE Driver – Lexington

Applications accepted until June 12, 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.

The Head Start Positions listed below are currently open and will begin with the 2018-19 school year. Start date is Monday, August 6, 2018.

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

Applications accepted until June 12, 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 \$10.00 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/Center Director – Holdrege (Full-time, part-year)

Applications accepted until June 12, 2018.

Responsibilities: Provide direction to center staff to *ensure compliance with performance standards and program requirements*. Position will also *provide support for individual family self-management goals* and be responsible for assisting in the recruitment and enrollment of 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. Previous supervisory experience is preferred but not required. 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 \$11.08 an hour. Position is 88% FTE or 40 hours a week for 46 weeks (August – June). 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 Sarah, or email sarahb@mnca.net.

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

Applications accepted until June 19, 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 \$10.00 an hour. Position is part-time, part-year; 20 hours a week for 34 weeks or 33% FTE. Benefits are not available for this position.

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

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

Applications accepted until June 12, 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*. Family Service Assistant will help with the distribution of ready-made breakfast and the distribution of snack. 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 \$10.66 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 Sarah, or email sarahb@mnca.net.

Position: Head Start Teacher – Holdrege (Full-Time, Part-Year)

Applications accepted until June 26, 2018.

Responsibilities: Individual will *prepare and implement weekly lesson plans* and educational activities. Individual must have a CDA or an AA in Early Childhood or a related field. If individual has a degree in a related field, they must have 6 hours of EC coursework or be willing to work towards 6 hours of EC coursework. *Must be a team player and model appropriate and professional behavior*.

Pay and Benefits: Starting wage is \$12.89-\$14.15 an hour. Position is full-time, 40 hours a week for 42 weeks (August through first part of June) or 81% FTE. 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 Sarah, or email sarahb@mnca.net.
