



POSITION OPENINGS – July 10, 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: Weatherization Crew Worker – Kearney

Applications accepted until July 24, 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 (we 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. Occasional overnight travel does occur, and adequate notice is given and transportation provided.

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.

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/Early Head Start Teacher's Aide – Kearney (Part-time, part-year)

2 positions available. 1 for Head Start and 1 for Early Head Start

Applications accepted until positions filled.

Responsibilities: Individual will assist the Teacher and Teacher Assistant in the classroom. *Must be a team player and model appropriate/professional behavior.* Perfect job for a stay at home mom with kids in school, or retired individual who wants to remain active!

Pay and Benefits: Starting wage is \$10.00 an hour. Position is part-time, part-year at 20 hours a week for 42 weeks or 40% FTE (August – May). Benefits are not available for this position.

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

Position: Head Start/Early Head Start Interpreter – Kearney (Part-time, full-year)

Applications accepted until position filled.

Responsibilities: Applicants must be fluent in both English and Spanish. Interpreters will provide interpretation between the English speaking Head Start staff and Spanish speaking families. Individual may also assist with translation in the Centers. Must be a team player. Prior interpretation experience is helpful, but not required. Must be available during normal business hours M-F.

Pay and Benefits: Starting wage is \$11.37 an hour. Position is approximately 10-16 hours a week, dependent on need. Benefits are not available for this position.

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

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

Applications accepted until July 17, 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 \$10.66 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 Jessica, or email jessicaw@mnca.net.

Position: Head Start Family Service Assistant/Center Director – Holdrege (Full-time, part-year)

Applications accepted until July 20, 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.
