



POSITION OPENINGS – August 2, 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: Outreach Worker – Lexington

Applications accepted until August 14, 2018.

Seeking an **outgoing**, self-starter who is *knowledgeable about community resources* and can **foster and maintain positive community partnerships**. Must be able to communicate effectively, have *excellent customer service skills*, and be able to work independently, as well as part of a team. **Bilingual skills, fluent in English and Spanish required.**

Primary Responsibilities:

1. Serve as a liaison between Health and Community Services staff, Community Action program staff, and clients.
2. Maintain client records and information required for reporting.
3. Foster culturally sensitive interactions and communications with patients and clients.
4. Conduct community outreach to identify community needs, inform community members of program services available through Community Action and other agencies, and assist in meeting client's needs.
5. Facilitate or provide interpretation and translation services between Community Action staff and clients as requested.
6. Recruit and train volunteers.
7. Maintain effective working relationships with the Health Services Director, Community Services Coordinator, other Community Action staff members and local community members.

Pay and Benefits: Starting wage is \$13-15.75 an hour. Position is full-time, 40 hours a week. 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. *This is a grant funded position that will run through June 30, 2019. There is a possibility that the position could continue on beyond that date if additional grant funds are obtained, but there is no guarantee.

For more information call (308) 865-5675 and ask for Tish, or email tmeyer@mnca.net.

Position: Full-time RYDE Driver – Aurora

Applications accepted until August 14, 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. Must have knowledge of the Aurora community and ability to build and maintain community partnerships.

Pay and Benefits: Starting wage is \$10.25 an hour; position is 38-40 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.

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

Applications accepted until August 7, 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: Part-time RYDE Driver – Aurora

Applications accepted until August 14, 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 10-20 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.

Position: Full-time RYDE Driver – Hastings

Applications accepted until August 14, 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. Must have knowledge of the Hastings community.

Pay and Benefits: Starting wage is \$10.25 an hour; position is 30 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.

Position: Early Head Start Family Educator - Kearney

Applications accepted until August 14, 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 \$11.21 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.
