



POSITION OPENINGS – August 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 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 position filled.

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: Head Start Teacher Assistant– Holdrege (Full-time, Part-year)

Applications accepted until position filled.

Responsibilities: Requires **experience teaching preschool-age children** in a child care environment, as well as willingness to enroll in a program leading to an associate degree in early childhood, if currently not held, and attend *ongoing training (provided by the agency)*. A current child development associate credential or AA in early childhood is preferred, but not required. Individual will *assist the Head Start Teacher in the classroom* and perform the duties of the Teacher in his/her absence. *Must be a team player and model appropriate/professional behavior.*

Pay and Benefits: Starting wage is \$10.00-\$11.37 an hour depending on education and experience. Position is 40 hours a week for 42 weeks or 81% FTE (Since the position is starting after the beginning of our 2018-19 school year, it will be 40 hours a week for approximately 39 weeks). 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: Teacher Aide – Holdrege (Part-time, part-year)

Applications accepted until position filled, 2018.

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 32 hours a week for 37 weeks or 57% FTE (August – May) (Since the position is starting after the beginning of our 2018-19 school year, it will be 32 hours a week for approximately 30-34 weeks). Benefits are not available for this position.

For more information call (308) 865-5690 and ask for Sarah or email sarahb@mnca.net.

Position: Substitute RYDE Drivers – Kearney

Applications accepted until position filled.

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 and be knowledgeable of the Kearney community. *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.
