



POSITION OPENINGS – September 11, 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 – Lexington (Full-Time, Part-Year)

Applications accepted until September 18, 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. Since the position begins in the middle of a school year, it is considered full-time, part-year (62% or 40 hours a week for 32 weeks) for the 18-19 school year and benefits are not available. Beginning in the 19-2020 school year, the position is considered, full-time, part-year and will be 40 hours a week for 42 weeks (August through first part of June) or 81% FTE making benefits available for the position at that time. 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.

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

Position: Early Head Start Teacher – Kearney

Applications accepted until September 25, 2018.

Requirements: Individual must have training in Early Childhood Development. Prefer an AA or Bachelor's degree in Early Childhood, or a degree in related field. If a degree in a related field, coursework relevant to infants and toddlers is preferred, but not required as Early Head Start will provide assistance to obtain the necessary coursework.

Responsibilities:

- Support the development of infants and toddlers through positive interactions and classroom activities
- Create a fun and safe learning environment
- Develop schedules, routines and lesson planning to ensure adequate physical activity, rest and playtime
- Implementation of High Scope curriculum that includes active learning and practices that are developmentally appropriate
- Completion of child assessments and daily communication reports for the children

Pay and Benefits: Starting wage is \$10.65-\$12.88 an hour. Position is full-time, M-F, 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.

Position: Temporary WIC Clerk - Kearney

Applications accepted until September 25, 2018.

Responsibilities: Individual will be responsible for assessing enrollment, serving clients, issuing benefits, maintaining clinic flow, recording, filing, and verifying data and making phone contacts. Requires excellent oral and written communications skills and ability to provide *excellent customer service*. Must be able to work as part of a team as well as independently. ***Bilingual skills required; to qualify as bilingual, individual must be able to speak, read, and write in English and Spanish fluently.*** Travel to surrounding areas for clinics is required, during normal business hours, and transportation is provided. Individual must have a valid NE Driver's license and good driving record to meet agency insurance requirements.

Pay and Benefits: Position is temporary full-time, 32 hours a week (approx. 6-9 months, could turn into regular, however there is no guarantee). The 32 hours are during normal business hours, M-F and clinic days are 8 hours. Individual must be available to work during a continuous 8 hour period. Starting pay is \$15.00-\$16.00 an hour, depending on experience, and includes benefits. Benefits include: paid holidays, benefit dollars (must be used towards one or more of the four options available from the agency), 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) 865-5356 and ask for Judy.

Position: Part-time RYDE Driver – Aurora

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. *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: Substitute Teacher Aides– North Platte

Applications accepted until positions filled.

Responsibilities: North Platte Head Start is looking for individuals to fill in in the classroom on an as needed basis. Must be available Monday through Friday during daytime hours. **There is an extra need for individuals during morning and early afternoon hours, 8 am to 2 pm.**

Pay and Benefits: Starting wage is \$10.00 an hour. Substitutes have no set schedule and will be called in as needed. Benefits are not available for this position.

For more information call (308) 345-5468 and ask for Sue or email sueb@mnca.net.

Position: Part-time and 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. Part-time drivers scheduled 10-20 hours per week, 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.
