



## **POSITION OPENINGS – October 29, 2018**

To apply for positions, please send a completed application (found on the homepage of our website, [www.communityactionmidne.com](http://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 11<sup>th</sup> 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.**

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**Position: Frontier County Head Start Family Educator – McCook**

**Applications accepted until November 13, 2018.**

**Responsibilities:** Maintain *weekly home visits* and twice a month group socializations, provide assistance and *support to families*, and attain knowledge of community resources and enhance partnerships within the community. 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, or human services and must have a good driving record and valid driver's license. Individual must be able to *work independently* as well as *part of a team* and *maintain a high degree of communication with the Head Start Program Manager*.

**Pay and Benefits:** Starting pay is \$11.21 an hour. Position is 40 hours a week for 44 weeks (August – May), then 24 hours a week for 8 weeks (June – July) or 94% FTE. Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (785) 877-2213 and ask for Debbie, or email [debbiel@mnca.net](mailto:debbiel@mnca.net).

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**Position: RYDE Transit Dispatcher - Lexington**

**Applications accepted until November 6, 2018.**

**Responsibilities:** Applicants must have **excellent verbal and written communication skills** as well as computer experience. Previous dispatching skills preferred but not required. Applicants must ***enjoy and excel*** at working with the public, be able to **work in a fast paced environment**, and be **creative problem solvers**. Candidates must be able to work independently as well as part of a team. Must have **knowledge** of the **Lexington community**. Final applicants are subject to federal guidelines related to background checks and DOT (Department of Transportation) drug/alcohol testing. **Bilingual (fluent in both English and Spanish) highly desirable, but not required.** Position requires valid driver's license and good driving record.

**Pay and Benefits:** Starting wage is \$10.25/hour. Position is full-time, 80% FTE or 32 hours a week; Monday through Friday. Benefits provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

For more information call (308) 865-5677 and ask for Charles.

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**Position: Part-time and Substitute RYDE Drivers – Kearney**

**Applications accepted until November 6, 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. 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.

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

**Applications accepted until position filled.**

**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 provided include: paid holidays, PTO, short term disability insurance, and Employee Assistance Program. Other benefits available include: health, dental, vision, cancer/critical illness, accident, and voluntary life insurance, as well as retirement and flexible spending account.

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

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