



## **POSITION OPENINGS – December 6, 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 December 11, 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: Early Head Start Teacher – Kearney**

**Applications accepted until December 18, 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 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 Lana, or email [lanah@mnca.net](mailto:lanah@mnca.net).

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**Position: Head Start Program Assistant - Kearney**

**Applications accepted until December 18, 2018.**

**Responsibilities:** Individual will be responsible for data entry, filing, office work such as answering phones, processing mail, etc., and filling in in classrooms during staff absences as well as assisting the Head Start Director and Program Managers with reporting and other program tracking. Individual must possess excellent organizational and communication skills, as well as ability to multi-task. Must be a team player as well as able to work independently. Prior childcare experience or knowledge desirable, but not required. Must have valid driver's license and good driving record.

**Pay and Benefits:** Starting wage is \$12.51 an hour. Position is full-time, 40 hours a week, Monday-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) 865-5690 and ask for Lisa, or email [lisag@mnca.net](mailto:lisag@mnca.net).

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**Position: Substitute RYDE Driver – Ravenna**

**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. *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 this position.

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 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 (40 hours a week until the end of May) 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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