



## POSITION OPENINGS – January 11, 2019

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: Temporary WIC Clerk - Kearney**

**Applications accepted until January 15, 2019.**

**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 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.

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**Position: Head Start Family Service Assistant – Cozad (Part-time, part-year)**

**Applications accepted until January 29, 2019.**

**Responsibilities:** Individual will be *responsible for the recruitment and enrollment* of Head Start children and families. Position will also *provide support for individual family self-management goals*. Family Service Assistant will help with the distribution of ready-made breakfast and the distribution of snack. Individual must have *people skills* as well as *initiative and organizational skills*. Previous experience and/or education in Family Studies or the Human Service field is required. College degree preferred, but not required.

**Pay and Benefits:** Starting wage is \$10.66 an hour. Position is 36 hours a week for 39 weeks (August – May). Benefits are not available for this position.

For more information call (308) 865-5690 and ask for Sarah, or email [sarahb@mnca.net](mailto:sarahb@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 Center Assistant – Kearney (Part-time, temporary)**

**Applications accepted until January 22, 2019.**

**Responsibilities:** Individual is responsible for *assisting in the classroom when needed*; stocking center supplies; light cleaning duties, and assisting the cook when needed. *Experience in early childhood education activities preferred. Great opportunity for a parent whose children are in school during the day!*

**Pay and Benefits:** Starting wage is \$10.00 an hour. Position is part-time, 16-20 hours a week, (M-F) through May 2019. Benefits are not available for this position.

For more information, call (308) 865-5695 and ask for Laicie.

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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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