



POSITION OPENINGS – February 7, 2019

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

Applications accepted until February 12, 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 37 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.

Position: Head Start Teacher Assistant – Gibbon (Part-time, part-year)

Applications accepted until February 19, 2019.

Responsibilities: Requires **experience teaching preschool-age children** in a child care environment, as well as willingness to enroll in a program leading to a child development associate 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. Position is 34 hours a week for 38 weeks (August – May). Benefits are not available for this position.

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

Position: Part-time RYDE Driver – Lexington

Applications accepted until February 19, 2019.

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 Lexington community.

Pay and Benefits: Starting wage is \$10.25 an hour, approximately 20-25 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: Head Start Center Assistant – Kearney (Part-time, temporary)

Applications accepted until February 19, 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.

Position: Head Start/Early Head Start Teacher's Aide – Kearney (Substitute status)

Applications accepted until positions filled.

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 and work on a substitute basis!

Pay and Benefits: Starting wage is \$10.00 an hour. Position is substitute, or on call as needed. Benefits are not available for this position.

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

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.
