



POSITION OPENINGS – March 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: Community Services Coordinator – North Platte

Applications accepted until March 19, 2019.

Responsibilities: Individual will work **directly with families and individuals** providing strength based case management as well as identify needs and make referrals. Individual must possess a *high level of initiative* and the *ability to work independently*, have basic computer skills, and excellent oral and written communication skills. **Must be able to foster and maintain positive community partnerships.** Bachelor's degree in Social Work, Family Studies or related field preferred: previous experience in human services/case management will be considered. Valid driver's license and good driving record is required.

Pay and Benefits: Position is full-time, salaried-exempt, M-F. Starting pay range is \$24,750-\$27,500. 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) 865-5675 and ask for Tammy, or email tjeffs@mnca.net.

Position: North Platte Senior Center Home Delivery Coordinator – North Platte

Applications accepted until March 19, 2019.

Responsibilities: Individual will be responsible for *coordination of the Center's home delivery meal program*. Applicants for this position must have experience or training in working with *volunteers*, coordinating delivery of services; have excellent organizational skills, and the ability to work independently as well as part of a team and *strong computer skills, including a high working knowledge of Excel*.

Pay and Benefits: Position is full-time, 40 hours a week, M-F. Starting wage is \$11.50 an hour. 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) 532-6544 and ask for Becky, or email rblume@mnca.net.

Position: Community Services Coordinator – Kearney

Applications accepted until March 19, 2019.

Responsibilities: Individual will work **directly with families and individuals** providing strength based case management as well as identify needs and make referrals. Individual must possess a *high level of initiative* and the *ability to work independently*, have basic computer skills, and excellent oral and written communication skills. **Must be able to foster and maintain positive community partnerships**. Bachelor's degree in Social Work, Family Studies or related field preferred: previous experience in human services/case management will be considered. Valid driver's license and good driving record is required.

Pay and Benefits: Position is full-time, salaried-exempt, M-F. Starting pay range is \$24,750-\$27,500. 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) 865-5675 and ask for Tammy, or email tjeffs@mnca.net.

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

Applications accepted until March 12, 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: Senior Volunteer Program Recruiter – Kearney (Part-time)

Applications accepted until March 12, 2019.

Responsibilities: Provide information to various community groups and at community events about the Senior Volunteer Program to recruit volunteers. Individual can set their own schedule and must have excellent communication skills and enjoy working with the public. Perfect job for a stay at home mom with kids in school, or retired individual who wants to remain active and work on a very part time basis!

Pay and Benefits: Starting wage is \$10.00 an hour. Position is very part-time, approximately 4 hours per week. Benefits are not available for this position.

For more information call (308) 865-5675 and ask for Lori, or email lgerih@mnca.net.

Position: Early Head Start Family Educator - Kearney

Applications accepted until March 12, 2019.

Responsibilities:

- Work with parents to strengthen the family's knowledge of child development, including assisting parents with understanding how children grow and learn
- Plan and conduct child education activities with parents which meet the child's intellectual, physical, emotional and social needs including use of research-based strategies to support the development of literacy and language skills for children who are limited English proficient
- Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education into the program, providing information and referrals if necessary
- Recruit and maintain funded enrollment of eligible families, (including infants/toddlers with disabilities), maintain a wait list, replace open slots within 30 days of opening
- Ensure 45 and 90-day Health Service mandates (physicals, vision, dental, hearing) are in compliance, and pregnant woman, infant/toddler Health History is complete; track all follow-up information and be responsible for Healthy Relationship promotion initiative
- Ensure pregnant women receive assistance in obtaining proper pre/postnatal care
- Ensure education and promotion of breastfeeding
- Administration of Developmental Observation Checklist System and Behavioral & Emotional Health Screening

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, health or human services.

Pay and Benefits: Starting wage is \$11.21 an hour. Position is full-time, 40 hours a week, 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 Ashley or email ashleyj@mnca.net.

Position: Part-time RYDE Driver – Aurora

Applications accepted until March 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 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: Temporary Kitchen Aide – Peterson Senior Activity Center Meal Program

Applications accepted until March 19, 2019.

Primary Responsibilities:

1. Responsible for **general cleaning/housekeeping** for the Center.
2. Ensure *maintenance* of all *kitchen equipment* and **daily** kitchen and dining area **clean up**.
3. Assist in daily meal preparation for the Center as needed.

Tasks and Duties:

1. Assist on serving line, as needed.
2. Assist in daily meal preparation as needed.
3. Clean kitchen area, dining area, and store room area.
4. Clean all utensils, cooking vessels, and serving equipment.

Pay and Benefits: Starting wage is \$9.50 an hour. Position is temporary, part-time, 3-5 days per week (M-F) up to 25 hours (between 9 am to 2 pm). Benefits are not available for this position.

For more information call (308) 865-5675 and ask for Tammy, or email tjeffs@mnca.net.

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.
