



POSITION OPENINGS – May 15, 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: Quality Assurance Coordinator, WIC – Kearney

Applications accepted until May 31, 2019.

Responsibilities and Requirements: Individual will be responsible for overseeing clerical staff, monitoring charts, completing reports, assessing enrollment, maintaining clinic flow, assisting with WIC approved grocery stores and pharmacies, managing office and clinic operations, and verifying data. Applicants must have excellent oral and written communication skills, the ability to provide great customer service, and be a team player as well as possess the initiative to work independently. Position is Monday through Friday and requires some travel. Transportation is provided. Bilingual proficiency in English and Spanish is a plus. Post-secondary education required; degree in Family Studies or Social Work preferred. Prior WIC experience will be considered in lieu of education.

Pay and Benefits: Starting wage is \$15-16 an hour dependent on education and experience. Position is full-time, 36-40 hours a week. 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) 865-5356 and ask for Judy, or email jschultz@mnca.net.

Position: Part-time RYDE Driver – Lexington

Applications accepted until May 31, 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 and alcohol testing. Must have knowledge of the Lexington community and provide excellent customer service.

Pay and Benefits: Starting wage is \$10.25 an hour; position is 15-20 hours a week, M-F. Benefits are not available for this position.

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