



## POSITION OPENINGS – August 23, 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: WIC Nutritionist or RD – Kearney (Full-time and Part-time position available)**

**Applications accepted until September 10, 2019.**

**Responsibilities:** If you are looking to **truly make a difference** in the *lives of others*, this is the job for you! Primary duties include counseling, promoting health, breastfeeding and nutrition, determining nutritional risks, prescribing supplemental foods, and providing health education and care management to individuals and families who are members of vulnerable population and high risk groups, along with community outreach. **No LATE EVENINGS, WEEKENDS, or HOLIDAYS!** May require some occasional travel, transportation is provided. Applicants *must have a Bachelor's or Master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics/Consumer and Family Science with emphasis in nutrition from an accredited college or university.* Bilingual considered a plus. 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. Registered Dietitian preferred, but not required.

**Pay and Benefits:** Starting wage is \$19.00-\$21.00 an hour, dependent on education, certification, and experience. Current Breastfeeding credentials (CBE, CLC, or IBCLC) a plus and will be compensated for. Part-time position is 2, 8 hour days a week and does not include benefits. Full-time position is 32 hours a week and includes benefits. 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](mailto:jschultz@mnca.net).

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**Position: Early Head Start Family Service Assistant – Kearney (Full-time, Full-year)**

**Applications accepted until September 3, 2019.**

**Responsibilities:** Individual will be responsible for the *recruitment and enrollment* of Early Head Start children and families. Position will also provide **support** for individual family self-management goals and must be able to *foster and maintain community partnerships*. Individual must have people skills as well as initiative and organizational skills and ***ability to work independently as well as part of a team***. 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 \$11.36/hour. Position is full-time, full-year, 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) 865-5690 and ask for Ashley, or email [ashleyj@mnca.net](mailto:ashleyj@mnca.net).

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**Position: Head Start Cook – Holdrege (Part-time, part-year)**

**Applications accepted until September 10, 2019.**

**Responsibilities:** Individual will *prepare* meals for children, volunteers and staff, as well as *perform kitchen maintenance, inventory, and clean up, and purchase groceries*. It is **highly desirable** that the meals prepared are **home-made** and the use of “already made” food is limited. *Education or experience in food preparation, health and sanitation is required*. Must be able to work independently as well as part of a team. Individual must have a valid Nebraska’s Driver’s License.

**Pay and Benefits:** Starting wage is \$10.18 an hour. Position is part-time, part-year; 32 hours a week for 39 weeks or 60% FTE. 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: Teacher Aide – Holdrege (Part-time, part-year)**

**Applications accepted until September 10, 2019.**

**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!

**Pay and Benefits:** Starting wage is \$10.18 an hour. Position is part-time, part-year at 32 hours a week for 37 weeks or 57% FTE (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: Head Start Teacher Assistant– Cozad (Full-time, part-year)**

**Applications accepted until September 3, 2019.**

**Responsibilities:** Requires **experience teaching preschool-age children** in a child care environment, as well as willingness to enroll in a program leading to an associate degree in early childhood, 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 \$10.18-\$11.57 an hour depending on education and experience. Position is 40 hours a week for 42 weeks or 81% FTE (FTE will be less since position is beginning after August, but may still be considered full-time dependent on when employment begins). 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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**Position: Head Start Teacher Aide– North Platte (Part-time, part-year)**

**Applications accepted until September 3, 2019.**

**Responsibilities:** Requires **experience teaching preschool-age children** in a child care environment, as well as willingness to enroll in a program leading to an associate degree in early childhood, 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 \$10.18 an hour. Position is 30 hours a week for 32 weeks or 46% FTE. Position will assist at all three North Platte Head Start locations where needed. Benefits are not available for this position.

For more information call (308) 345-5468 and ask for Sue, or email [sueb@mnca.net](mailto:sueb@mnca.net).

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**Position: Early Head Start and Head Start Teacher Aides – Kearney (Substitute, as needed)**

**Applications accepted until positions filled.**

**Responsibilities:** Individual will assist the Teachers in the classroom. Must be a team player and model appropriate/professional behavior.

**Pay and Benefits:** Starting wage is \$10.18 an hour. Position is on call, as needed. Individuals must be available with short notice and during the hours of 8:00 am to 2:00 pm, M-F.

For more information, call (308) 865-5690 and ask for Ashley, or email [ashleyj@mnca.net](mailto:ashleyj@mnca.net).

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**Position: Head Start Teacher Aides – North Platte and McCook (Substitute, as needed)**

**Applications accepted until positions filled.**

**Responsibilities:** Individual will assist the Teachers in the classroom. Must be a team player and model appropriate/professional behavior.

**Pay and Benefits:** Starting wage is \$10.18 an hour. Position is on call, as needed. Individuals must be available with short notice and during the hours of 8:00 am to 2:00 pm, M-F.

For more information call (308) 345-5468 and ask for Sue, or email [sueb@mnca.net](mailto:sueb@mnca.net).

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