



## **POSITION OPENINGS – October 15, 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.**

---

### **Position: Head Start Program Resource Coordinator – Kearney**

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

#### **Responsibilities:** Major responsibilities include:

- Program new hire orientation duties including paperwork, training, and scheduling of physicals and pre-employment drug testing for Head Start employees;
- Coordinate and assist in interview process for program openings;
- Coordination and operation of out of town Head Start Policy Council meetings which includes compiling and completing agendas and minutes;
- Liaison between Policy Council and sharing of information with Community Action Board of Directors;
- Update and maintain program materials such as annual report, recruitment flyers, etc.;
- Data entry of child/family information/filing, etc. as needed;
- Create and maintain staff files.

Requires experience with computer systems including Word, Excel and Outlook. ***Must be a team player*** as well as able to ***work independently with minimal supervision***. Individual must have excellent oral and written communication skills. Prefer a degree in Human Resources, Child/Family/Human Services, or related field, but will consider experience in lieu of degree for the right person.

**Pay and Benefits:** Starting wage range is \$12.50-\$13.31an hour. Position is full-time, 40 hours a week, M-F. 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 Lisa, or email [lisag@mnca.net](mailto:lisag@mnca.net).

---

---

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

**Applications accepted until October 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*. 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 \$10.85 an hour. Position is 36 hours a week for 39 weeks (August – May) or 68% FTE. Benefits are not available for this position.

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

---

**Position: Weatherization Crew Worker – Kearney**

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

**Responsibilities:**

- Installation of all required weatherization materials in accordance with Agency and funding source standards.
- Accountable for the quality and quantity of all materials installed on units.
- Must attend all required meetings and training sessions.
- Must complete approved Certified Renovator training at the first available opportunity.
- Must complete HUD approved Lead Safe Work Practices training at first available opportunity.

**Work four, 10 hour days, no weekends or holidays!** It is preferred applicants for this position has *basic construction* knowledge (will train the right person) and be able to **work independently** as well as **part of a team**. Attention to detail a must. Daily *travel around the Kearney area* is frequent. With daily travel to communities near Kearney, individuals return to the Kearney worksite, and **transportation is provided**. It is preferred individuals have a good driving record and valid NE driver's license.

**Pay and Benefits:** Starting wage is \$12.50 an hour. Position is full-time, 40 hours a week, and individuals are eligible for 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) 865-5675 and ask for Jackie or email [jharpst@mnca.net](mailto:jharpst@mnca.net).

---

---

**Position: Early Head Start Teacher – Kearney**

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

**Requirements:** Individual must have training in Early Childhood Development. Prefer an AA or Bachelor's degree in Early Childhood, or a degree in related field. If a degree in a related field, coursework relevant to infants and toddlers is preferred, but not required as Early Head Start will provide assistance to obtain the necessary coursework.

**Responsibilities:**

- Support the development of infants and toddlers through positive interactions and classroom activities
- Create a fun and safe learning environment
- Develop schedules, routines and lesson planning to ensure adequate physical activity, rest and playtime
- Implementation of High Scope curriculum that includes active learning and practices that are developmentally appropriate
- Completion of child assessments and daily communication reports for the children

**Pay and Benefits:** Starting wage is \$10.84-\$13.11 an hour. Position is full-time, M-F, 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](mailto:ashleyj@mnca.net).

---

**Position: Head Start Teacher Assistant– Cozad (Full-time, part-year)**

**Applications accepted until November 5, 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).

---

---

**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 or BA in Early Childhood or a BA in a related field. If individual has a BA in a related field, they must have EC coursework. *Must be a team player and model appropriate and professional behavior.*

**Pay and Benefits:** Starting wage is \$13.20-\$14.40 an hour. Position is full-time, 40 hours a week for 42 weeks (August through May) or 81% FTE. 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).

---

**Position: Head Start Teacher Aides –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).

---