



POSITION OPENINGS – March 13, 2020

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: Frontier County Head Start Family Educator – McCook

Applications accepted until March 20, 2020.

Responsibilities: Maintain *weekly home visits* and twice a month group socializations, provide assistance and *support to families*, and attain knowledge of community resources and enhance partnerships within the community. **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, or human services, but not required. Must have a good driving record and valid driver's license. Individual must be able to *work independently* as well as *part of a team* and *maintain a high degree of communication with the Head Start Program Manager*.

Pay and Benefits: Starting pay is \$11.41 an hour. Position is 40 hours a week for 44 weeks (August – May), then 24 hours a week for 8 weeks (June – July) or 94% 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 (785) 877-2213 and ask for Debbie, or email debbiel@mnca.net.

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

Applications accepted until March 20, 2020.

Responsibilities: Requires at least **one year of Early Childhood experience** 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 (August – May), or 94% 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 Lana, or email lanah@mnca.net.

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

Applications accepted until position filled.

Responsibilities: Requires at least **one year of Early Childhood experience** 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 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 Ashley or email ashleyj@mnca.net.

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

Applications accepted until position filled.

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 (August-May) or 60% FTE. Benefits are not available for this position.

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

Position: Head Start Teacher – North Platte (Full-time, full-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, 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 Lana, or email lanah@mnca.net.

Position: Head Start/Early Head Start Interpreter – Kearney (Part-time, full-year)

Applications accepted until position filled.

Responsibilities: Applicants must be fluent in both English and Spanish. Interpreters will provide interpretation between the English speaking Head Start staff and Spanish speaking families. Individual may also assist with translation in the Centers. Must be a team player. Prior interpretation experience is helpful, but not required. Must be available during normal business hours M-F.

Pay and Benefits: Starting wage is \$11.57 an hour. Position is approximately 10-16 hours a week, dependent on need. Benefits are not available for this position.

For more information, call (308) 865-5690 and ask for Lisa, or email lisag@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.
