



\* Interviews may be conducted by SKYPE or phone to limit in-person contact.

## **POSITION OPENINGS – September 21, 2020**

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 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: Head Start Staff Development Coordinator - Kearney**

**Applications accepted until position filled.**

**Responsibilities:**

- Assist with the implementation of a systematic approach to staff training and professional development.
- Assist with training planning, preparation, and implantation opportunities for staff.
- Provide coaching to teaching staff based on Head Start school readiness goals, curriculum, and other approaches to professional development; and a process for achieving those goals.
- Ensure intensive coaching opportunities are provided to identified staff.
- Accurate completion of reports and forms related to coaching duties in a timely manner.

**Desired Skills:**

- Ability to assess education staff to identify strengths and areas of needed support.
- Ability to provide feedback and modeling of effective teacher practices directly related to program performance goals.
- Strong communication skills.
- Knowledge of adult learning styles and use of assessment data to drive coaching strategies to align with program performance goals.
- Competent knowledge of Word, Excel and PowerPoint.

**Minimum Requirements:** Bachelor's degree in Early Childhood Education or related field required.

**Pay and Benefits:** Starting wage is \$14.58 an hour; *with benefits calculates to approximately \$18.66 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 Lisa or email [lisag@mnca.net](mailto:lisag@mnca.net).

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**Position: WIC RD – Kearney (Full-time)**

**Applications accepted until position filled.**

**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 and have a valid Registered Dietitian license.* Bilingual considered a plus and includes additional compensation. 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.

**Pay and Benefits:** Starting wage is \$22.00 an hour; however, additional compensation will be considered for experience. Current Breastfeeding credentials (CBE, CLC, or IBCLC) a plus and will be compensated for. Position is full-time, 32 hours a week (M-TH) 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: Weatherization Crew Worker – Kearney**

**Applications accepted until position filled.**

**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 hourly wage is \$13.25, *with benefits calculates to approximately \$16.96 an hour!* Position is full-time, 40 hours a week, M-TH. 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).

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**Position: Kitchen Aide – Peterson Senior Activity Center Meal Program**

**Applications accepted until position filled.**

**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 \$10.50 an hour. Position is part-time, 20 hours per week (M-F between 10 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](mailto:tjeffs@mnca.net).

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**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 \$13.38-\$14.69 an hour; *with benefits calculates to approximately \$17.13-\$18.80 an hour!* Position is 81% FTE or 40 hours a week for 42 weeks per year (August-May). 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. Individuals are eligible for unemployment during months off.

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: Substitute and Part-time RYDE Drivers – Kearney**

**Applications accepted until positions filled.**

**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 community and provide excellent customer service.

**Pay and Benefits:** Starting wage is \$10.50 an hour. Part-time position is approximately 10-15 hours per week and substitutes are on call, as needed M-F. Benefits are not available for these positions.

For more information, call (308) 865-5677 and ask for Mitch, or email [mfarritor@mnca.net](mailto:mfarritor@mnca.net).

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**Position: Head Start Center Director/Family Service Assistant – Lexington, Full Day/Part Year**

**Applications accepted until position filled.**

**Responsibilities:** Individual will *provide direction* to center staff to **ensure compliance** with performance standards and is *responsible for the recruitment and enrollment* of Head Start children and families. Position will *provide support for individual family self-management goals* and individual should possess leadership, organization, and people skills. Requires experience in the social service area and/or human service. Previous supervisory experience is preferred.

**Pay and Benefits:** Starting wage is \$11.51-\$11.97 an hour, *with benefits calculates to approximately \$14.73-\$15.32 an hour!* Position is full-time, part-year (40 hours a week for 42 weeks, August-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. Individuals are eligible for unemployment during months off.

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 and Early Head Start Interpreter – Kearney (2 positions)**

**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 \$11.80 an hour. Position is approximately 10-15 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](mailto:lisag@mnca.net).

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**Position: Head Start Teacher Aide– North Platte (Part-time, part-year)**

**Applications accepted until position filled.**

**Responsibilities:** Requires **experience teaching preschool-age children** in a child care environment, and attendance at *ongoing training (provided by the agency)*. Individual will *assist the Head Start Teacher and Teacher Assistant in the classroom* and perform the duties of the Teacher or Teacher Assistant in his/her absence. *Must be a team player and model appropriate/professional behavior*. Great job for stay at home moms or retired individuals who would like to remain involved in the community.

**Pay and Benefits:** Starting wage is \$10.38 an hour. Position is 20 hours a week for 48 weeks or 46% FTE. Position will assist at all three North Platte Head Start locations where needed. Benefits are not available for this position. Individuals are eligible for unemployment during months off.

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

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**Position: Early Head Start Center Assistant – Kearney**

**Applications accepted until position filled.**

**Responsibilities:** Individual is responsible for assisting in the classroom when needed; stocking center supplies; light cleaning duties, assisting the cook when needed, and enrollment and volunteer recruitment. Experience in early childhood education activities preferred.

**Pay and Benefits:** Starting wage is \$10.38 an hour. Position is 46% FTE or 20 hours a week for 48 weeks per year (August-June). Benefits are not available for this position.

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: Substitute and Part-time RYDE Drivers – Lexington**

**Applications accepted until positions filled.**

**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 community and provide excellent customer service.

**Pay and Benefits:** Starting wage is \$10.50 an hour. Part-time position is approximately 10-15 hours per week and substitutes are on call, as needed M-F. Benefits are not available for these positions.

For more information, call (308) 865-5677 and ask for Charles, or email [cmcgraw@mnca.net](mailto:cmcgraw@mnca.net).

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**Position: Substitute RYDE Drivers – Franklin**

**Applications accepted until positions filled.**

**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 community and provide excellent customer service.

**Pay and Benefits:** Starting wage is \$10.50 an hour. Part-time position is approximately 10-15 hours per week and substitutes are on call, as needed M-F. Benefits are not available for these positions.

For more information, call (308) 865-5677 and ask for Charles, or email [cmcgraw@mnca.net](mailto:cmcgraw@mnca.net).

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