



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

POSITION OPENINGS – October 8, 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 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 position filled.

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 is \$12.97-\$13.48 an hour; ***with benefits calculates to approximately \$16.60-\$17.25 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.

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

Applications accepted until position filled.

Responsibilities: Prefer **experience teaching preschool-age children** in a child care environment. Requires 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.*

Pay and Benefits: Starting wage is \$10.38 an hour; *with benefits calculates to approximately \$13.29 hr!* Position is 40 hours a week for 39 weeks (August-May) or 75% 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 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.

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.

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.

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.

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.

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.

Position: Head Start Teacher Assistant – McCook (Full-time, full-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 \$10.50-\$11.93 an hour *with benefits calculates to approximately \$13.44-\$15.27 an hour!* depending on education and experience. Position is full-time 100% FTE or 40 hours a week for 52 weeks per 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 Linda or email lindal@mnca.net.

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.

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.

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 \$10.50-\$11.93 an hour. Position is part-time, part-year, or 62% FTE or 34 hours a week for 38 weeks per year. Benefits are not available for this position.

For more information call (308) 865-5690 and ask for Linda or email lindal@mnca.net.

Position: Head Start Cook – McCook (Full-time, full-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 \$10.50 an hour; ***with benefits calculates to approximately \$13.44 an hour!*** Position is full-time 80% FTE or 32 hours a week for 52 weeks per 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 Linda or email lindal@mnca.net.

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.
