



# CENTRAL NEBRASKA COMMUNITY ACTION PARTNERSHIP, INC.

3286 53rd Avenue, Columbus, NE 68601 (402)564-1124 Fax (402)562-8810 www.centralnebraskacap.com

## *Mission Statement:*

*Partnering with individuals and families to encourage independence through community based solutions.*

### Central Office- Loup City 308-745-0780

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**Keli Forney**  
Family Outreach Director  
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### Local Office- Columbus 402-564-1124

**Cindy Miller**  
Human Resource Facility Coordinator  
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**Amy Heinen**  
Head Start - Area Manager  
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**Kelly Zegar**  
Early Head Start -Area  
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**Nicole Brabec**  
Family Outreach Coordinator  
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## Career Opportunity

### **Bilingual Center Assistant - Infant/Toddler Schuyler**

Central Nebraska Community Action Partnership is looking for a motivated individual to fill a rewarding position working in our Infant and Toddler room as a Center Assistant. Individuals would be responsible for assisting the Early Head Start (EHS) Teacher/Center Specialist in developing and promoting a quality program for children and families to ensure performance standards are met. Responsibilities would include meal and snack preparation, cleaning of classrooms before and after meals and other duties as assigned. Candidates must be able to demonstrate effective communication and a non-judgmental attitude when working with staff, families and children.

Central Nebraska Community Action Partnership, offers a full benefit package including, Health, Dental, Life and Vision Insurance, paid vacation and sick leave, EAP, Cafeteria Section 125, and retirement plans. The starting hourly rate for this position is \$10.26 per hour.

Qualified individuals must have: a high school diploma or equivalent; reliable transportation, a working phone and **the ability to speak, read and write fluently in both Spanish and English.** Candidates must be able to administer CPR and First Aid as needed. Prior experience working with children ages 6 weeks to 3 years old is preferred. Candidate must have the ability to supervise and assist children during routine activities and in emergency situations. This position is a full time position (Monday-Thursday) with a flexible schedule.

If you would like an application or assistance in applying please call (402)564-1124 ext. 223 or stop in at 3286 53<sup>rd</sup> Ave, Columbus. **Position will remain open until filled.**

Resumes are not accepted in lieu of applications.

EEO/AA

"An Equal Opportunity Employer" Member of Community Action of Nebraska - a network of Nebraska Community Action Agencies

**Broken Bow**  
(308) 872-6013

**Central City**  
(308) 946-3794

**Columbus**  
(402) 564-1124

**Grand Island**  
(308) 385-5500

**O'Neill**  
(402) 336-4298