



CENTRAL NEBRASKA COMMUNITY ACTION PARTNERSHIP, INC.

626 N Street P.O. Box 509 Loup City, NE 68853 (308) 745-0780 Fax (308) 745-0824

www.centralnebraskacap.com

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EARLY CHILDHOOD PROGRAMS SERVICE SPECIALIST

Central Nebraska Community Action Partnership is looking for an individual to work as a Health Data Entry Specialist, 40 hours per week in Loup City. Starting pay will be \$11.29 per hour with Health, Dental, Life, and Vision insurance, flexible scheduling, paid vacation and sick leave, EAP, Cafeteria Section 125, and retirement available.

Qualified individuals must possess: a high school diploma or equivalent; a valid Nebraska Driver's License; a working phone and one year previous office experience using office machines (multi-line phone, faxes, copiers, scanners and computers using word and excel).

This individual must: have a team attitude with a high level of accuracy; be able to handle multiple tasks (be organized and detail oriented); be willing to work with medical records, data entry and leading and taking meeting minutes within the service area.

For an application, please contact: CNCAP, Human Resource Department at (308) 745-0780 ext.0 or apply online at www.centralnebraskacap.com. **This position will remain open until filled.** EEO/AA

Sent to:

Indeed
CNCAP Website/Facebook

Mission Statement:

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

"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