

HEAD START POSITIONS AVAILABLE:

HEALTH COORDINATOR

Community Action Partnership of Dickinson has an immediate opening in the Head Start Program for **Health Coordinator**. This position is responsible for utilization of resources to ensure optimum health care and development of Head Start participants and family members.

This position requires a current Registered Nursing License in the State of North Dakota and a Bachelor's Degree in a related field, although BSN is preferred.

Community Action offers a competitive salary with an excellent benefit package. Please email administration@dickinsoncap.org for more information.

HEAD START TEACHER

Community Action Partnership's Head Start Preschool is hiring for an open Teacher position. This is a Regular Part-Time position with summers off. Health, dental, vision, holiday, and vacation benefits are provided after the probationary period. Head Start Teachers are responsible for providing the learning experiences in a pre-school setting to meet the needs of the participants, emotionally, physically, socially, and intellectually. Responsible for proper planning and classroom operation. Responsible for meeting the objectives of the Head Start Program. Responsible for community and public relations representing the Head Start Program. Responsible for utilization of resources to ensure optimum care, growth, and development of Head Start participants and family members. Child Development Associate (CDA) credential for preschool setting or an Associate Degree in related field with coursework equivalent to a major relating to Early Childhood Education is required. Past supervisory experience. Please email maria@dickinsoncap.org for more information.

HEAD START SUBSTITUTE TEACHER ASSISTANT

Community Action Partnership Head Start of Dickinson, ND has openings for **Substitute Teacher Assistants**. Position requires a High School Diploma or GED. Six months experience with pre-school aged children. For more information please email administration@dickinsoncap.org.

BUS DRIVER

Community Action Partnership of Dickinson has openings for a **Bus Driver** with our Head Start Program. The individual would drive bus throughout the academic school year, Monday through Thursday. Routes are morning, noon and afternoon consisting of approximately 2 hours per route. The bus routes will be within the city limits. Please email administration@dickinsoncap.org for more information.

COMMUNITY ACTION POSITIONS:

DICKINSON:

FOREMAN - DICKINSON, ND

Community Action Partnership of Dickinson, North Dakota has an opening for a **Foreman** in the Weatherization Program. This position is full-time, year-round. Health, dental, vision, holiday and vacation benefits are provided. Responsibilities include supervising the Weatherization Crew and overseeing the completion of Weatherization jobs. Assist with meeting the objectives of Community Action Partnership. Requires one year of general construction trade school or the equivalent. Four years full-time experience in general construction area and/or carpentry. Past supervisory experience. Please email mariar@dickinsoncap.org for more information.

CREW TECHNICIAN - DICKINSON, ND

Community Action Partnership in Dickinson has an immediate opening for the position of **Crew Technician** in our Weatherization Assistance Program. Assists with meeting the objectives of the Community Action Partnership Weatherization Program. Assists with completion of Weatherization projects as required in the Standard Work Specifications (SWS). This is a Regular-Full Time, non-exempt position. Community Action offers a competitive salary with an excellent benefit package. Please email mariar@dickinsoncap.org for more information.

WILLISTON:

CLIENT SERVICES CASE MANAGER - WILLISTON

Community Action Partnership of Williston has an immediate opening in for the position of **Client Services Case Manager**. This position coordinates and implements delivery of Client Support Services, including: housing stability (rental assistance, security deposits), utility payment assistance, and household budget management. Provide families and individuals referrals to appropriate agency and community resources. This position requires an Associate's Degree in Social Work, Business Administration, or related field. A Bachelor's Degree in the same fields are preferred. A minimum of three-years' experience in two of the three fields: personnel, operational, and or/financial management. Community Action offers a competitive salary with an excellent benefit package. Please email administration@dickinsoncap.org for more information.

FORMAN - WILLISTON, ND

Community Action Partnership of Williston, North Dakota has an opening for a **Foreman** in the Weatherization Program. This position is full-time, year-round. Health, dental, vision, holiday and vacation benefits are provided. Responsibilities include supervising the Weatherization Crew and overseeing the completion of Weatherization jobs. Assist with meeting the objectives of Community Action Partnership. Requires one year of general construction trade school or the equivalent. Four years full-time experience in general construction area and/or carpentry. Past supervisory experience. Please email administration@dickinsoncap.org for more information.

ASSISTANT FOREMAN - WILLISTON, ND

Community Action Partnership of Williston, North Dakota has an opening for an **Assistant Foreman** in their Weatherization Program. This position is full-time, year-round, Monday-Thursday. Health, dental, vision, holiday and vacation benefits are provided. Responsibilities include assisting in the completion of Weatherization jobs and general carpentry work associated with the program. Assist with meeting the objectives of Community Action Partnership and assumes the lead role on the crew in the absence of the Foreman. Requires one year of general construction trade school or the equivalent. Three years full-time experience in general construction area and/or carpentry. Please email administration@dickinsoncap.org for more information.