

## HEAD START POSITIONS:

### HEALTH COORDINATOR - DICKINSON, ND

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](mailto:administration@dickinsoncap.org) for more information.

### HEAD START TEACHER ASSISTANT - DICKINSON, ND

Community Action Partnership of Dickinson, North Dakota has an opening for a **Teacher Assistant** in their Head Start Program. This is a Regular Part-Time position, with summers off, and a Monday-Friday schedule during the school year. Health, dental, vision, holiday, and vacation benefits are provided. Provide the learning experiences in a pre-school setting to meet the needs of the participants, emotionally, physically, socially and intellectually. Assist the teacher in the classroom. Assist with meeting the objectives of the Head Start Program. Please email [maria@dickinsoncap.org](mailto:maria@dickinsoncap.org) for more information.

### INFANT TODDLER TEACHER

Community Action Partnership of Dickinson, North Dakota has an opening for an **Infant Toddler Teacher** in their Early Head Start Program. This is a Regular Full-Time position. Health, dental, vision, holiday, and vacation benefits are provided. This position is responsible for providing the learning experiences in an infant-toddler 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 Early Head Start Program. Responsible for community and public relations representing the Early Head Start Program. Responsible for utilization of resources to ensure optimum care, growth, and development of Early Head Start participants and family members. Primary responsibility for maintaining regular communication with the Education Coordinator to ensure Developmentally Appropriate Practices (DAP) for planning, organization and management of the classroom is occurring daily. Please email [maria@dickinsoncap.org](mailto:maria@dickinsoncap.org) for more information.

### BUS DRIVER - DICKINSON, ND

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 and afternoon consisting of approximately 2 hours per route. The bus routes will be within the city limits. Please email [administration@dickinsoncap.org](mailto:administration@dickinsoncap.org) for more information.

## COMMUNITY ACTION PARTNERSHIP POSITIONS

### CASE MANAGER - DICKINSON, ND

Community Action Partnership of Dickinson, North Dakota has an opening for a Case Manager. This position is full-time, year-round, Monday-Friday. Health, dental, vision, holiday, and vacation benefits are provided. 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. Please email [mariar@dickinsoncap.org](mailto:mariar@dickinsoncap.org) for more information.

### 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](mailto:mariar@dickinsoncap.org) for more information.

### FOREMAN - DICKINSON, ND

Community Action Partnership of Dickinson, 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 [mariar@dickinsoncap.org](mailto:mariar@dickinsoncap.org) for more information.

### CREW TECHNICIAN - DICKINSON, ND

Community Action Partnership of Dickinson, North Dakota has an opening for a Crew Technician in the Weatherization Program. This position is full-time, year-round. Health, dental, vision, holiday and vacation benefits are provided. Responsibilities include assisting with meeting the objectives of the Community Action Partnership Weatherization Program. Works on completion of Weatherization projects as required in the Standard Work Specifications (SWS). Requires a High School Diploma or GED, experience in the areas of building construction, electricity, carpentry, heating, ventilation, and/or air conditioning, and a valid Driver's License with an insurable driving record. Please email [mariar@dickinsoncap.org](mailto:mariar@dickinsoncap.org) for more information.

### FOREMAN - 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](mailto: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](mailto:administration@dickinsoncap.org) for more information.