

HEAD START POSITIONS:

FAMILY PARTNERSHIP COORDINATOR - DICKINSON, ND

Community Action's Head Start Preschool is hiring for the position of Family Partnership Coordinator. This position manages family and community partnerships, transportation, Home Base program, recruitments/intakes, and builds community and public relations as a Head Start representative. Please email mariar@dickinsoncap.org for more information.

HEAD START PRESCHOOL TEACHER

Community Action Partnership of Dickinson, North Dakota has an opening for a **Head Start Preschool Teacher** in their Head Start Preschool. This is a Regular Part-Time position (August - May). Health, dental, vision, holiday, and vacation benefits are provided. This position is 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. Please email mariar@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 mariar@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 mariar@dickinsoncap.org for more information.

SUBSTITUTE TEACHER ASSISTANT - DICKINSON, ND

Community Action Partnership of Dickinson, North Dakota has an opening for an **Substitute Teacher Assistant** in their Head Start Program. This position provides the learning experiences in an Early Childhood Education setting to meet the needs of the participants, emotionally, physically, socially and

intellectually. Substitute assist the teacher in the classroom and assist with meeting the objectives of the Head Start/Early Head Start Programs. Please email mariar@dickinsoncap.org for more information.

KITCHEN/CLASSROOM ASSISTANT - DICKINSON, ND

Location: Community Action Partnership's Head Start - Dickinson, North Dakota

Employment Type: Part-Time (20 hours per week), Non-Exempt

Community Action Partnership's Head Start is currently hiring for the part-time position of **Kitchen/Classroom Assistant**. Duties include assisting the Lead Cook with preparing food for the Program, and assisting in the classrooms as needed. This is a 9-month position with a regular Monday through Thursday work schedule during the school year. A High School Diploma or GED is required. Retirement, Paid Time Off, Holiday Pay, and Life Insurance are offered. Please email mariar@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 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 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 for more information.

WEATHERIZATION OFFICE ASSISTANT

Location: Community Action Partnership's Weatherization Program - Dickinson, North Dakota

Employment Type: Part-Time, Non-Exempt

Community Action Partnership's Weatherization Assistance Program is currently hiring for the part-time position of **Office Assistant** to assist with clerical duties. An Associate Degree in Office Administration or the equivalent is required. Please email 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 for more information.

CASE MANAGER - WILLISTON, ND

Community Action Partnership of Williston, 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 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 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.