



EASTERN NEBRASKA HUMAN SERVICES AGENCY

Human Resources – 4715 South 132nd Street Omaha, NE 68137

(402)444-6580

CURRENT OPENINGS FOR THE WEEK OF February 15, 2019

ENCOR			
Job Title	Location	Wage	Typical Hours
Direct Support Professional/ Residential Full-time	Omaha North, South, Central, Bellevue, Blair, Fremont	\$12.60/hour	Hours are typically weekday evenings (2 p.m. and after) and weekends (9am to 9pm) shifts, however certain locations may require other hours. (40 hours/week)
Direct Support Professional/ Residential Part-time	Omaha North, South, Central, Bellevue, Blair	\$12.60/hour	Hours are typically weekday evenings (2 p.m. and after) and weekends (9am to 9pm) shifts, however certain locations may require other hours. (Less than 40 hours/week)
Substitute Direct Support Professional	All areas	\$13.06/hour	Varies

NOTE: Staff in the above positions will provide daily living needs and skills training for persons served by ENCOR living in independent settings. The successful candidate for these positions must:

- Be 18 years of age or older and possess a high school diploma or GED equivalency.
- Be able to communicate orally and in writing and be able to read, understand and follow written directions.
- Be able to pass a criminal background and Adult/Child Protective Service check.
- Possess a valid driver's license in good standing with no major violations within the last five (5) years and no more than three (3) moving violations and/or at-fault accidents in the last three years.
- Must have an available automobile with state required auto insurance.
- Must be able to meet the Agency's lifting requirement of 70 pounds.
- ****ALL ENCOR STAFF MUST ATTEND DAY-TIME TRAINING**** (Training consists of one Monday 8am to 3:30pm and one 3 day Med Training class offered once a month on Tue., Wed., and Thurs. 8am to 4pm)

JOB TITLE /LOCATION	WAGE	DUTIES, REQUIREMENTS, TYPICAL HOURS
Direct Support Professional/ Day Services Full-time Omaha North, Bellevue, Fremont, Blair	\$12.60/hr	Provide persons served assistance at job site as well as transportation in an agency van. Must meet requirements listed under DSP Residential and have a valid driver's license with 2 or less moving violations and no DUI's in the last 5 years. Monday to Friday, day hours.
Direct Support Professional/ Community Full-time Omaha North, Bellevue, Fremont	\$12.60/hr	Responsible for direct care and supports to individuals receiving services in all settings. The job emphasis is on giving the persons in service the opportunity to make decisions and to participate in the community. Must meet requirements listed under DSP Residential. Monday to Friday - day hours.
Family Support Worker/ C.N.A/ Van Driver Part-time South and North MSU	\$12.92/hr	Provide persons support in life areas at a medical support unit. Must meet requirements listed under DSP Residential plus have 1 year related education or experience. Jerry Greasser Center hours are Monday to Friday 7:30am to 4:00pm. MSU hours are evening, weekend and overnight hours.
Family Support Worker Part-time Home based	\$12.92/hr	Provide persons support in life areas at a family home. Must meet requirements listed under DSP-Residential, plus have 2 years related education or experience. Weekday, afternoons and evenings.
Residential Manager Full-time Omaha Central, Blair	\$34580/yr	Responsible for the direct supervision of assigned residential settings and the persons residing in those settings. The Manager will hire, train, and supervise staff providing support to the individuals served by ENCOR. Must meet requirements listed under DSP Residential, plus have 1 year paid experience working with developmentally disabled persons. Will be on a 24 hour on call.

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JOB TITLE /LOCATION	DUTIES, REQUIREMENTS, TYPICAL HOURS
Registered Nurse Part-time Ames MSU	Provide skilled professional nursing care, a normalized routine of daily living and activities, and a fun home like environment to persons living in the Medical Support Unit. Assess, plan, implement and evaluate the care of individuals served. State of Nebraska licensed Registered Nurse required. Must meet a 70 pound lifting requirement, have driver's license in good standing, (with 2 or less moving violations and no DUI's in the last 5 years) and have a car and car insurance. Morning, evening, and overnight shifts.
Manager Full-time North	Responsible for the direct supervision of assigned residential and vocational settings and the persons served in those settings. The Manager will hire, train, and supervise staff providing support to the individuals served by ENCOR. Must meet requirements listed under DSP Residential, plus have 1 year paid experience working with developmentally disabled persons. Will be on a 24 hour on call.

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ENOA	
JOB TITLE /LOCATION	DUTIES, REQUIREMENTS, TYPICAL HOURS
Rural Transportation Van Driver Substitute Fremont	Provide transportation in an agency van for persons served by the Office on Aging. Must be 19 years of age. Must have a high school diploma, GED, or a minimum of 1 year professional driving experience. Must possess a valid driver's license with no major violations (including DUI in the last 5 years and no more than three moving violations &/or at-fault accidents in the last 3 years. Must have 20/40 actual or corrected vision. Must meet a 50 pound lifting requirement. The position will have a varied work schedule between 8am to 5pm Monday to Friday.
Services Coordinator Full-time	Provide seniors 65 and older meeting Medicaid and long-term care eligibility with home and community based services. Baccalaureate degree in Human Services or related field or Registered Nurse required. Also must have 2 years paid experience in long-term care, gerontology or rehab health/disability case management. Must have a valid driver's license in good standing, car and car insurance. Monday to Friday, 8am to 5pm.
Senior Center Manager Part-time Hooper	Responsible for supervision and coordination of activities related to the meal service at the senior center. Must have a high School Diploma or GED, meet a 25 pound lifting requirement, and have a driver's license in good standing, car and car insurance. Experience in food service preferred. Tuesday & Wednesday 9:30am to 1:30pm and Thursday 9:30am to 2:30pm.
Home Delivered Meals Driver Part-time, no benefits	Responsible for the delivery of noon meals to homebound elderly individuals. Must be available Monday to Friday, 2 to 3 hours over the noon hour. Requirements include the ability to lift 25 pounds, a driver's license in good standing, car and car insurance.

ENHSA	
JOB TITLE /LOCATION	DUTIES, REQUIREMENTS, TYPICAL HOURS
Finance Director Full-time	Responsible for internal accounting functions and the supervision of the Finance Department Staff. Supervise budgets, year-end and annual audits and cash deposits. Will coordinate all accounting documents, supervise the development of internal financials, and all accounting policies and procedures. Bachelor's Degree in Accounting required with CPA preferred. Must have 5 years accounting experience with 3 years supervisory experience. A driver's license in good standing, car and car insurance are required

Alpha School	
JOB TITLE /LOCATION	DUTIES, REQUIREMENTS, TYPICAL HOURS
Assistant Teacher/ Intervention Specialist Full-time	Assist in the development and implementation for behavior management, curricular, recreational, vocational, and other programs deemed necessary for the treatment and education of students at the school. Perform time out and other program behavior management procedures. The ability to lift 75 pounds and a valid driver's license in good standing (with no DUI's) are required. Bachelor's degree preferred. This is a 5 month contract position.— Monday to Friday, day hours with one evening per week.
Assistant Teacher/ Educational Program Specialist Full-time	Assist in the development and implementation for behavior management, curricular, recreational, vocational, and other programs deemed necessary for the treatment and education of students at the Alpha School. Bachelor's degree in Education, Psychology or related field preferred. The ability to lift 75 pounds, and a valid driver's license in good standing (with no DUI's) is required. This is a 5 month contract position. – Monday to Friday, day hours with one evening per week.
Teacher/ Educational Specialist Full-time	Teach in academic areas and have primary responsibility for an assigned classroom. Assist in the development and implementation for behavior management, curricular, recreational, vocational, and other programs deemed necessary for the treatment and education of students at the school. This position requires a NE. teaching certificate with a Special Ed. endorsement or credit hours toward this endorsement. The ability to lift 75 pounds and a valid driver's license in good standing (with no DUI's) is required. This is a 15 month contract position.

Positions are subject to closing 3-4 days after initial posting. Applications remain active for 60 days. You may pick up an application in the Human Resources department or Complete an application online at enhsajobs.com. Office hours: Monday to Friday 7:30 a.m. – 4:30 p.m. We will contact you, should you be selected for an interview. For current job opening information you can call the job line at 402-444-6500, prompt 7.

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Thank you for your interest.

We are an Equal Opportunity Employer