
www.mnca.net

Workshops and Sessions

Workshop sessions can range from 30 minutes to 1 hour, normally are offered in a small group setting, and are offered multiple times during the month. Please contact a Job Placement Coordinator or stop by 321 Central Ave. in Kearney to inquire when the next class will be held.

- Resume Writing
- Creating a Cover Letter
- Interviewing & Practice
- Understanding your Pay Stub
- Income Taxes - Withholdings
- Health & Life Insurance
- Banking: Checking, Savings, Investing
- What's My Credit?

Community Action Brand Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.



JOB PLACEMENT SERVICES

321 Central Ave
P.O. Box 2288
Kearney, NE 68848-2288
Phone: (308) 865-9101
Fax: (308) 865-9100

8:00AM - 5:00PM
Monday - Friday



Program funded by the
American Recovery
and Reinvestment Act
(ARRA)



A project by Community Action
Partnership of Mid-Nebraska

Employment and Educational Services and Resources

Assist with Job Search and Placement

Job Placement Coordinators will be available for independent or group assistance in searching for qualifying jobs, as well as identifying skills that can be interchangeable for prospective positions.

Assistance with Unemployment Benefits

Experienced Personnel is available to assist in applying for unemployment benefits. After your claim has been processed, you will receive a packet of information by mail which the staff can also assist you in completing.



JOB PLACEMENT SERVICES

Workshops and Educational Classes

Individual and group workshops are available to assist you in creating a personalized resume and cover letter. Classes targeting financial literacy (banking, credit cards, loans, investing, etc.) and a basic overview of income taxes, payroll statements and health insurance can also be arranged according to requests.

Job Training and Preparation Guidance

The Job Placement staff will be available to help you submit an application and compose a resume and cover letter. We can also offer advice on interviews. The office provides computers with internet access, a printer, a fax machine and a copy machine for your employment needs.

Information and Referral Services

Basic information regarding GED/ Adult Basic Education, Vocational Rehabilitation and Training Information, as well as emergency assistance for food, housing, transportation, child care, rent and utilities.

Resources Available

- ★ Job Listings/Internet
- ★ Resource Library
- ★ Computer Lab
- ★ Resume Software
- ★ Video & CD-ROM Training
- ★ Computer Software Programs
- ★ Copier and Faxing

Individual Services

- ★ Employment Counseling
- ★ Vocational/Skill Training
- ★ Job Preparation Classes
- ★ Finance/Payroll Workshops
- ★ Veteran Guidance/Referral
- ★ Online Proficiency Tests