

REACH MORE JOB SEEKERS



Have a job opening at your facility? As a member of Care Provider of Minnesota, you can post openings on our online job center for FREE!

All job postings stay active for 30 days and are viewed by over 3,000 job seekers per month – and openings can also be viewed at Iseek Solutions.

To post a job online:

1. Login to Care Providers of Minnesota's website at www.careproviders.org with your username and password*. (If you do not have a username and password, click REGISTER (1) located at the top right side of the Association's website and fill out the requested information. And please keep track of your username and password, you will need this to post additional jobs, as well as to view Members Only information on the website.)

After you login, go to the CAREER OPPORTUNITIES in the side menu, and then to MEMBERS ADD/EDIT JOBS (2).

2. Next, hover your mouse over the blue arrow on the add/edit jobs page (3). Click "Add New Item" (4)
3. Fill out the jobs ad form (5). When finished, click Add Job (6).
4. To view your posting, go back to the home page, CAREER OPPORTUNITIES, and click, "search jobs."

*To post a job, you must have a username and password, as well as the "job admin" role which is assigned and confirmed via an email sent by our webmaster.

If you experience any trouble with this process, please contact Angela at webmaster@careproviders.org or 952-854-2844.

The screenshot shows the Care Providers of Minnesota website interface. At the top right, there are links for 'Register' (1) and 'Login'. The main navigation menu on the left includes 'Home', 'About Us', 'What's New', 'Education and Events', 'Foundation', 'Members Only', 'Advocacy', 'Consumer Information', 'Service Corp Products', 'Calendar', 'Communications', 'Become a Member', 'Career Opportunities' (2), 'Search Jobs', 'MEMBERS Add/Edit Jobs', 'Export Jobs', 'Non-Member Postings', and 'Member Postings'. The 'MEMBERS Add/Edit Jobs' link is highlighted with a blue arrow (3). Below this, there are buttons for 'Add New Job...', 'Add New Item' (4), and 'Add New Item'. The 'Add New Item' button is circled in green. The 'Edit Item' form contains the following fields:

- Contact First Name: Administrator
- Contact Last Name: Account
- Contact Email: webmaster@careproviders
- Contact Phone Number: 952-851-2498
- Contact Fax: (empty)
- Job Classification: Payroll Clerks
- Job Title: (empty)
- Job Description: (empty)
- On The Busline: No
- Facility: Administrator Acct Angela
- Facility Address 1: 7851 Metro Parkway
- Facility Address 2: (empty)
- Facility City: Bloomington
- Facility State: MN
- Facility Zipcode: 55425
- Job Benefits: 401K, Child Care, Clothing/Uniform Allowance, Dental Insurance
- Job Requirements: (empty)
- Required Education: less than HS or HS
- Required Training or Degree: (empty)
- Required License: (empty)
- Months Experience Required: (empty)
- Job Duration: Full Time Regular
- Number of Positions: (empty)
- Shift: 1st Shift (6)

At the bottom of the form, there are buttons for 'Add Job' and 'Cancel Changes'.