

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:

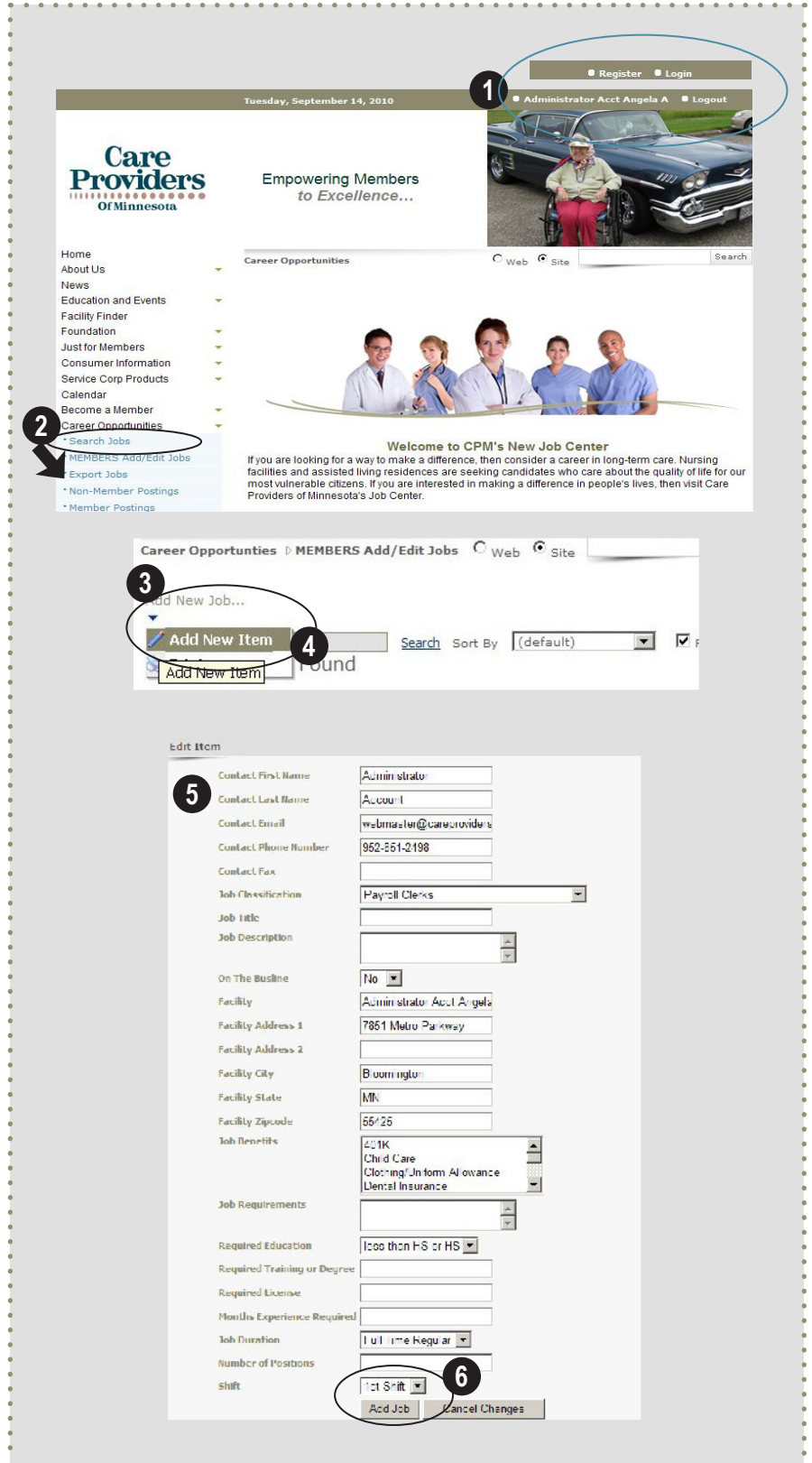
1. Login to Care Providers of Minnesota’s website at [www.careproviders.org](http://www.careproviders.org) with your username and password\*. (If you do not have a username and password, click REGISTER (1) located at the top right side of the Association’s website and fill out the requested information. 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](mailto:webmaster@careproviders.org) or 952-854-2844.

The screenshot shows the website interface with the following elements and callouts:

- 1:** Register and Login buttons at the top right.
- 2:** The 'MEMBERS Add/Edit Jobs' link in the left-hand navigation menu.
- 3:** A blue arrow icon next to the 'Add New Item' button in the 'MEMBERS Add/Edit Jobs' sub-menu.
- 4:** The 'Add New Item' button itself.
- 5:** The 'Edit Item' form with fields for Contact First Name, Contact Last Name, Contact Email, Contact Phone Number, Contact Fax, Job Classification, Job Title, Job Description, On The Busline, Facility, Facility Address 1, Facility Address 2, Facility City, Facility State, Facility Zipcode, Job Benefits, Job Requirements, Required Education, Required Training or Degree, Required License, Months Experience Required, Job Duration, Number of Positions, and Shift.
- 6:** The 'Add Job' button at the bottom of the form.