

# JOB POSTER'S GUIDE

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Southern Counties Regional Partnership

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#### **CHAPTER 1 - Introduction**

Welcome to JobsInSoCal.com. This site is sponsored by the Southern Counties Regional Partnership (SCRP) as part of its commitment to develop and maintain a diverse and culturally competent behavioral health workforce. This guide is intended to be used by an SCRP County or one of its Contractors.

The SCRP Counties are: Imperial, Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tri-Cities, and Ventura.



#### **SCRP VISION**

We envision a current & future regional workforce that understands and supports recovery, resiliency, & wellness, is culturally and linguistically competent, and includes consumers and family members throughout the mental health system.

#### **CHAPTER 2 - Registering**

To post your open behavioral health job openings, you must register as an employer. To register as an employer, you must be a Southern Counties Regional Partnership (SCRP) County or one of its Contractors. The SCRP Counties are: Imperial, Kern, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tri-Cities, and Ventura.

Each Workforce, Education, & Training (WET) Coordinator within the SCRP provides a list of Contractors approved to post job openings on this site. This decision rests solely with each County, not SCRP. If you believe your agency has been left off this list in error, please contact the WET Coordinator in your County to correct the error. A list of all SCRP WET Coordinators can be found on the SCRP website at: <u>http://scrpcalifornia.org/CountyPartners.aspx</u>.

#### **STEPS TO REGISTER**

- 1. Logon to <u>www.JobsInSoCal.com</u>.
- 2. Click on "Register" at the top right edge of the screen.



3. Click on "Register as an Employer."

		Register   Login
JOB Bone Search Job	SIN CAL.com Rearch Resume Post a Resume Post	staJob Links
Add Your Listing	Register	
Browse	Please complete the following form to registe listings and insert additional information into	r to use our site. Once you have registered you will be able to create your profile (such as a photo) if you desire.
	Job Seekers	Employers
Administrative/Management	Jee Deeners	

- 4. To Register as an Employer, fill in the following information:
  - First Name and Last Name Your first and last name
  - Email your work email address
  - > Password choose a seven letter password with at least one number or special character
  - Re-Enter Password retype the password chosen above
  - Source Let us know how you found out about the website
  - ➤ Terms of Use Click the box to confirm you agree to our Terms of Use
  - Security Code input the security code shown in the shaded box

Click "Register" to complete the process.

Home Search 200 Sea	IN SAL.com arch Resume Post a Job Links	Keysker   Loyal
Add Your Listing Browse Administrative/Management Direct Service Support Services/Clerical	Register as an Employer Name First Name Last Name Cast N	nt spammers and ner.

- 5. You will be directed to a **Profile Update** screen. This is where you will finish inputting your Profile information. Although this information is not required to register as an employer, the information you include in your Profile will automatically preload for you when you go to post a job and save you lots of valuable time. Please finish your Profile setup considering the following criteria:
  - ➢ Name your name should already be filled in
  - ➤ Email your work email should be filled in
  - Password no action needed in this box
  - Re-Enter Password no action needed in this box
  - Organization Name of County/County Contractor
  - Address Business mailing address
  - Phone Business telephone number
  - ➢ Web site − Business web site address (if applicable)
  - Social Networking Links Business contact information for Facebook and Twitter
  - ➢ Your Photo − Upload optional photo
  - Your Logo Upload optional logo
  - > Your Profile Open text field available to give additional information about your agency
  - Profile Privacy Options Self-explanatory on web site

6. Click "Update Profile" to complete the process.

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## CHAPTER 3 - Login

Complete the following steps to Login to your account. You must be logged into a valid account to post jobs and search resumes.

- 1. If you have not yet registered on JobsInSoCal.com, please go to Chapter 2 of this Job Poster's Guide. If you are already registered, proceed to Step 2 below.
- 2. Logon to <u>www.JobsInSoCal.com</u>.
- 3. Click on "Login" at the top of the web page.



- 4. To Login, complete the following information:
  - > Email Enter the email address chosen upon registering this account.
  - Password Enter the password chosen upon registering this account.
    - If you forgot the password, click "Password Help." You will be directed to another screen asking for your email address that was entered upon registering for this account. Once you have completed that screen, the password will be emailed to the email address you just entered. Once you have your password, return to Step 3.



5. Click "Submit" to complete the process.

## CHAPTER 4 – Post a Job

As a registered employer on JobsInSoCal.com, you have the ability to post the Behavioral Health job openings within your agency. If the job opening has a Behavioral Health focus (Mental Health, Alcohol & Drugs) it is eligible to be posted on JobsInSoCal.com. Posting jobs without a Behavioral Health focus is a violation of the Terms of Use Agreement. To post a job, complete the following steps:

- 1. Logon to <u>www.JobsInSoCal.com</u>.
- 2. Login to your account as described in Chapter 3. If you have not yet registered on JobsInSoCal.com, please go to Chapter 2 of this Job Poster's Guide. If you are already registered, proceed to Step 3 below.
- 3. Click on "Post a Job" in the header bar.



4. Click on "Post a Job" shown below.



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Home Search Jobs Sear	ch Resumes Post a Resume Post a	Job Links
Create Job Posting		
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Select a Category		
Category	<ul> <li>Select One</li> </ul>	
Next	Select One Administrative/Management	
THEAT	Direct Service	
	Support Services/Clerical	

Select a "Category" for your job posting from the drop down menu.

There are three Categories to choose from:

- Administrative/Management All positions that have supervisory responsibilities and/or do not directly service consumers as a regular part of their daily duties.
- Direct Service All positions that provide services to consumers as a regular part of their daily duties.
- Support Services/Clerical All positions interacting with consumers and working within an office providing service(s) within the behavioral health field
- 5. Click, 'Next" to continue onto the next screen.
- 6. Select the number of days you would like your job posting to be listed on JobsInSoCal.com. In order to maintain the quality of our website, please choose the option that will last only as long as you will accept applications. For example, if you will be accepting applications for this open position for the next 30 days, choose the "30-Day Listing." Choosing an option for more days will cause our website to list jobs that are no longer available to our job seekers unnecessarily and is a violation of our Terms of Use Agreement.



- 7. Click, 'Next" to continue onto the next screen.
- 8. Fill in the Job Details about your Behavioral Health position considering the following criteria:
  - Title Official title of the open position
  - Job Description Cut and paste the job description here
  - Job Requirements Cut and paste the job description here
  - ➢ Experience Required −
  - Manages Others –
  - Degree Required –
    Background Check/

Live Scan Required –

categories will keep that particular category hidden from the job seeker

Selecting N/A in one of these

- Population Select the group of consumers in which this position will serve
- Employment Type
  - Permanent Position has no set end date
  - Temporary Non-permanent status
  - Contract Position with a set end date and/or specified goals to achieve
  - Internship Paid or unpaid temporary positions for students
  - Volunteer Unpaid positions with non-permanent status
- ➢ Work Schedule Select part-time or full-time as defined by your agency
- Travel Indicate the amount of travel that will be required by this position
- Pay Input the amount of yearly or hourly pay. You may choose to leave this field blank, however, this position will not appear to job seekers who search for positions using this field.
- > Job Start Date Indicate the approximate date you would like this position to start.
- ▶ Job End Date Indicate the last day of employment if applicable (Temporary, Contract, etc.)
- Application Closing Date Indicate the last day for job seekers to submit their application.
- 9. Fill in the **Job Location** information about your Behavioral Health position considering the following criteria:
  - ▶ Job Address Where will the employee report to work each day
  - County Select the County where the position is located
  - Add Map Click "Map this address to enable the job seeker to easily view the job address via a free Google Map.
- 10. Fill in the **Contact Information** about your Behavioral Health position considering the following criteria:
  - Organization Name of the employer
  - ➢ Name −
  - ➢ Address − These fields should be automatically filled in for you
  - Phone based upon the information in your profile.
  - ≻ Email –

O Job Description	The title will appear in search results on the site.
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	Teacrities up a total indication and information up, used to and about banafits and other topics
Job Requirements	A
	Tescribe the skills, knowledge and experience needed by a tob seeker to be able to do this tob.
Experience Required	0.1 0.1- <b>0</b> .1/4
Manages Others	V Yes V NO + N/A
Description of	© Ves © No № N/A
Degree Requires	© Yes © No ♥ N/A
Background Check/Live Scan Required	© Yes © No ⊛ N/A
	If yes, describe
Population	Select One
Employment Type	Select One 💌
Work Schedule	Select One
Travel	Select One
Pay	From To
	Per Vear <sup>O</sup> Per Hour
Job Start Date	
Job End Date	
Application Closing Date	
Job Location	
AND ADDRESS	O Job Country O Job State
	United States Select One
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O County	<ul> <li>Select One</li> </ul>
Add Map	Map this address Latitude Longitude
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Contact Information	
Organization	
	1

- Web Site Input your organization's web site address
- Hide Contact Information –
- Hide Organization Name –
- Hide Name –
- ➢ Hide Email –

Choosing "Yes" to one of these questions will hide the indicated information from the job seeker.

- 11. Fill in the **Media** information about your Behavioral Health position considering the following criteria:
  - Video Embed If you have videos online (Google Video, YouTube, Yahoo Video) you can input the embed code provided by that particular web page.
  - Logo and/or Photos Upload appropriate logos and/or photos of your choice
- 12. Click one of the following:
  - Previous Will take you back to the previous screen. If you click, "Next" once you arrive at the previous screen, you will be returned to the original screen with all your information still intact.
  - Save As Draft Will save all your data and create a draft of this job posting. After clicking this button, you will be redirected to the My Account page where you will see this job posting listed under "Inactive Jobs."
  - Submit Job Your job will be posted immediately with all the information you have entered. You will be redirected to a screen thanking you for running your job posting. You will also see that a confirmation email has been sent to your email address.

#### CHAPTER 5 – Search Resumes

JobsInSoCal.com is a central location for job seekers to post their resume online. As a registered employer with JobsInSoCal.com, you have the capability of viewing these resumes as an additional means of recruiting new employees. To search the resumes that have been uploaded by individuals seeking employment in the Behavioral Health field, complete the following steps:

- 1. Logon to <u>www.JobsInSoCal.com</u>.
- 2. Login to your account as described in Chapter 3. If you have not yet registered on JobsInSoCal.com, please go to Chapter 2 of this Job Poster's Guide. If you are already registered, proceed to Step 3 below.
- 3. Click "Search Resumes" on the home page.
- 4. You will be directed to the screen shown below.
  - > If you would like to search all resumes uploaded to the website, click "Submit."

If you would like to **narrow your search** to recruit individuals that meet specific requirements, complete the fields that are applicable to the criteria you desire.

Search Resumes	
Job Category	Any 💌
Keywords	ALL words must be found
City	
Postal Code	or Select Proximity 💌
County	Any 💌
Employment Type	Any 🗨
Work Schedule	Any 💌
Currently Employed	
Has Security Clearance	
Minimum Years Experience	
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