

## Career Opportunities Job Vacancy Procedure

The Job Vacancy Request Form is available online and should be submitted via email along with the position description. This form covers both Clinical and Non-Clinical positions.

**Please ensure that you complete the form as follows:**

1. Complete one (1) Job Vacancy Request form for *each* position you are posting. Allow a minimum of 2 days for your posting to be listed on the Massachusetts League of Community Health Center's website
2. If you are interested in having your postings listed on the Military Pipeline as well as the Mass League site, please make sure you place a check mark in both these boxes on the Career Opportunities CHC Request Form.

<input checked="" type="checkbox"/> Massachusetts League of Community Health Centers Website
<input checked="" type="checkbox"/> Military Pipeline Website

3. To avoid site location confusion, please make sure to list the location of the job vacancy in addition to the Community Health Center name.

CHC Site Name	<input style="width: 90%;" type="text"/>
CHC City/Boston Neighborhood	<input style="width: 90%;" type="text"/>

4. When selecting job description specifications, select Management or Non-Management as applicable, followed by the relevant specialty from the drop down menu. Should none apply, please select "other" and write in the missing category.

Physician <input type="radio"/> Management	Nurse <input type="radio"/> Management
<input type="radio"/> Non-Management	<input type="radio"/> Non-Management
Physician Specialty <input style="width: 100%;" type="text"/>	Nurse Specialty <input style="width: 100%;" type="text"/>

5. Job Descriptions MUST be in Word(updated version PLEASE) or PDF format, with your health center's logo in the top corner. Job descriptions should be attached as a separate file.
6. Once completed, forms and position descriptions can be emailed to:

Angelique Whitney: [awhitney@massleague.org](mailto:awhitney@massleague.org)  
Cc: Janice Brathwaite: [jbrathwaite@massleague.org](mailto:jbrathwaite@massleague.org)

\*Note: Job request sent after 2pm on Fridays will most likely not be processed until Monday.

7. Corrections can be made any time after the job vacancy has been uploaded. However, if changes are to be made in the job description, please make the edits and email the revised version. The Mass League will then modify the search criteria by broadening or narrowing the searchable scope of the position.
8. To make the job search process easier for prospective applicants, please use the Job Vacancy Removal Form to inform us when the position has been filled. A great way to remember what to remove is to check all your CHC's current job postings before requesting to add a new one.