

Career Opportunities Job Vacancy Procedure

The *Job Vacancy Request Form* is available on the Massachusetts League of Community Health Centers' website (www.massleague.org). This form includes postings for both clinical and non-clinical positions.

The following is the procedure for posting open positions on the Mass League website. Please ensure 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 Centers' website.
2. **When submitting you Job Vacancy Form, please check one of the boxes at the top of the form:**
Please place a check mark in the appropriate box:

Refilling a current position
New Position

3. If you are interested in posting your open position on the Military Pipeline as well as the Mass League site, please place a check mark in both of these boxes on the Career Opportunities CHC Request Form. The **US Military Pipeline** uses Futures' matching technology to connect employers with job seekers based on their skills and experiences.

Massachusetts League of Community Health Center Website

Military Pipeline Website

4. Under "Nature of Request" select either "New Posting" or "Update" (**use Update only if you are updating the posting with a revised job posting or have changed some of the specifications of the position being posted**).

III. Nature of Request

New Posting
 Update

5. In order to avoid confusion about the site location, please make sure to list the location for that job vacancy as well as the name of your community health center.

CHC Site Name

CHC City

Boston, list neighborhood

6. Please complete all the applicable information under “Job Specifications” section.

IV. Job Specifications

Job Title

Job Status Full-time Part-time Per diem Floating Temp

Required/Preferred Language(s)

- | | |
|---|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Chinese/Cantonese | <input type="checkbox"/> Chinese-Mandarin |
| <input type="checkbox"/> Haitian-Creole | <input type="checkbox"/> Khmer |
| <input type="checkbox"/> Portuguese-Brazilian | <input type="checkbox"/> Portuguese-Mainland |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Languages (please specify) <input type="text"/> |

7. If you have positions that are non-clinical, please complete **Section VI**.
8. When submitting job posting form(s) to the Massachusetts League of Community Health Centers, please ensure they are either a **Word Document or formatted as a PDF. Please also ensure that you save and attach postings to your email as a separate document.**
9. Once you have completed the Career Opportunities CHC Request Form, please forward it and the job posting (details regarding the position) to:

Kate O'Brien: kobrien@massleague.org
cc .Janice Brathwaite: jbrathwaite@massleague.org

Please note: Job posting requests sent after 2pm on Fridays may not be processed until Monday.

10. Corrections can be made any time after the job vacancy has been uploaded, however, if changes are made please make the necessary edits and email the revised version to, kobrien@massleague.org and Copy: jbrathwaite@massleague.org and we will process accordingly.
11. To make the job search process easier for prospective applicants, please use the **Job Vacancy Removal Form** so we can remove “filled” positions from the Mass League website. A good way of remember what needs to be removed, is to check all your CHC’s current job postings before requesting to add a new posting.