Operating Manual

for Organizations Posting Jobs and Student Placement Opportunities on www.workinginmentalhealth.ca

Ministry of Health and Long-Term Care

January 2006

Ontario

Table of Contents

Chapter 1

How to Register to Post A Job or Student Placement Opportunity

1

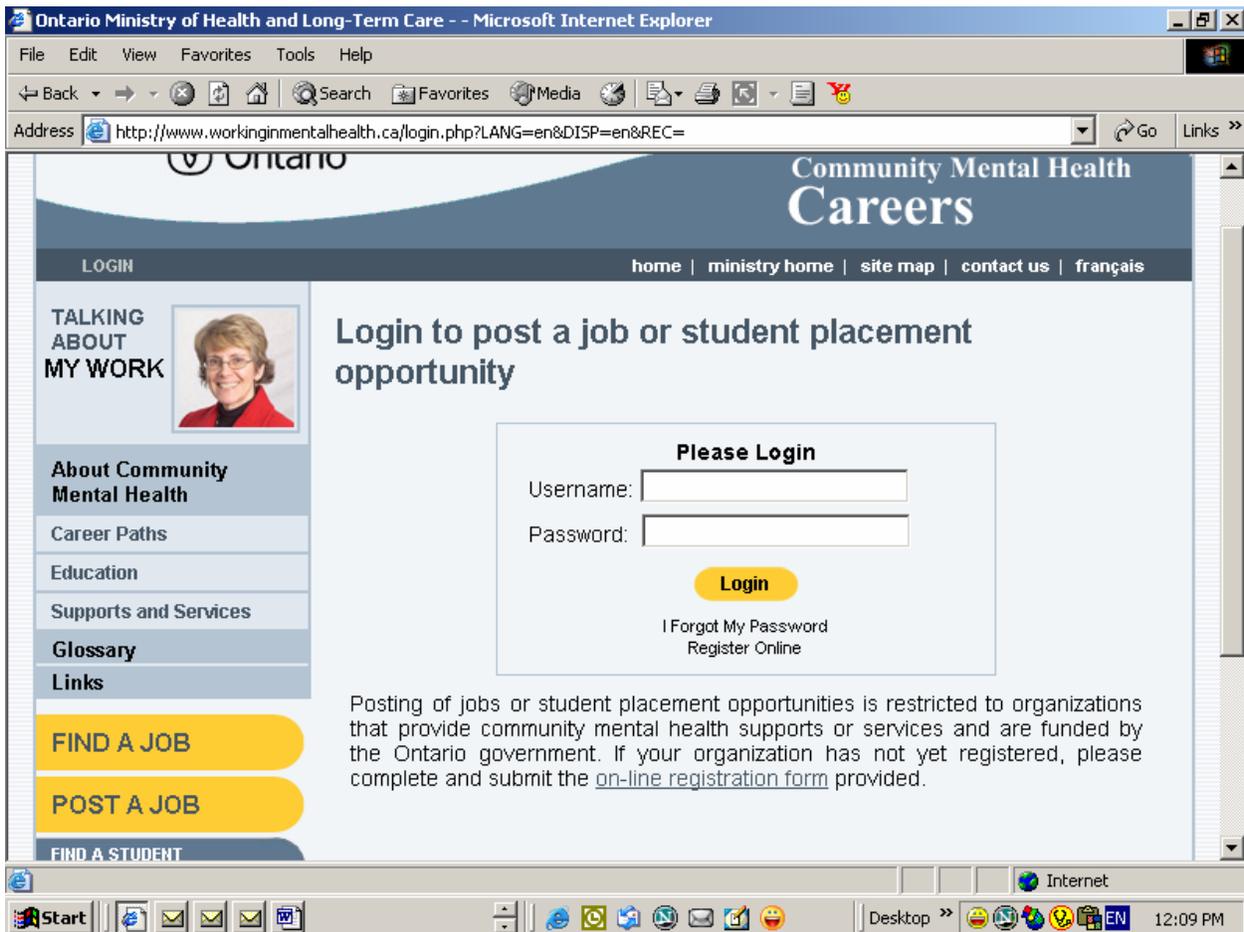# 1.0. How to Register To Post A Job Or Student Placement Opportunity

1.1 Who is eligible to register?

Provincially funded organizations that provide community mental health programs are permitted access to post jobs or student placement opportunities.

1.2 Username and Password

Before you can start posting Jobs or Student Placement Opportunities, you will be required to login using your username and password.   Your username and password are both case sensitive with respect to the use of capitalization or 'small print'.

In order to protect the security of jobs and student placement opportunities posted by your organization, it is recommended that communication of your username and password be limited to individuals within your organization who will be responsible for posting jobs on the website.

1.3   Registration Online

Your organization must have received from **wimh@moh.gov.on.ca** a username and password in order to post jobs or student placement opportunities. If your organization does not have a username and password, and is eligible *(see Sec 1.1 above)* it may register online.

In order to register online, go to **www.workinginmentalhealth.ca** and select the **LOGIN** link at the left side of the top horizontal menu bar. Once on the LOGIN page, select and complete the **Register Online** form**.** Once you have submitted the form, you will receive an e-mail from **wimh@moh.gov.on.ca** with the username and password your organization may use to post jobs and student placement opportunities on the website.

1.4   Information Required for Online Registration

The fields listed below appear on the on-line registration form. Fields marked * are mandatory.

1.4.1   Organization name*

Input the name of your organization.

1.4.2   Address: street address, city, province, postal code*

Input the mailing address of your organization.

1.4. 3   Telephone, Telephone Ext*

Input the telephone number of the contact person (see 1.4.5 below) within your organization or the general telephone number of your organization.

1.4   Fax

Input the fax number of your organization.

1.4.5   Contact Name* and Job Title

Input the contact person within your organization. This person will be responsible for the username and password sent for posting jobs and student placement opportunities. Job Title is optional.

1.4.6   E-mail address*

Input the e-mail address of the contact person within your organization. This e-mail account will be sent the username and password for posting jobs and student placement opportunities. In addition, refer to this e-mail address if you need **www.workinginmentalhealth.ca** to resend the username or password *(see Sec 1.5 below: Re-send Username and Password).*

1.4.7   Funding Ministry* (Ministry Contact Name, Branch, Contact, Telephone)

Input the contact information of the ministry person your organization reports to regarding its provincially funded community mental health programs. Note: your organizations **must** be a provincially funded organization in order to post jobs or student placement opportunities.

1.5 Resend Username and Password

If you already registered but forgotten your username or password, select the **LOGIN** link in the left side of the horizontal top menu, then select **I Forgot My Password**. This will take you to a page entitled **Resend My Password**. Send the e-mail address within your organization to which the username and password were originally sent by wimh@moh.gov.on.ca. The username and

password will be resent to this e-mail address. If you do not know what e-mail address was originally used or this e-mail address is no longer valid, go to the **Contact Us** link in the right side of horizontal menu bar at the top of the website and send the following information:

- Your name, title and telephone
- Your organization's name and mailing address

Chapter 2

How to Post a Job

2

2.1. What Jobs Can Be Posted?

Community mental health organizations are permitted to post the following positions:

- Jobs funded through the Ministry of Health and Long-Term Care community mental health program budget; and

- General administrative, technical and managerial positions.

2.2 User Login

To post a job on www.workinginmentalhealth.ca select the **LOGIN** link at the left side of the top horizontal menu bar or alternatively click on **Post a Job** and it will take you to the Login form. The username and password sent to your organization by wimh@moh.gov.on.ca must be inputted in order to proceed with posting a job.

2.3 Previous Job Postings

Once successfully logged in, a page appears listing jobs posted by your organization, including jobs that no longer appear on the job posting board.

The posted jobs appear chronologically with the most recent coming first. The list of previously posted jobs can be sorted chronologically according to each of the column titles, i.e. by **Title**, **Description**, **Location** and **Posting Date**. This is achieved by clicking on the title of the column to which you want to sort the data. Each click on the column will re-sort the data in either ascending or descending order.

2.3.1 Editing A Posted Job

Posted jobs can be edited by clicking on the job in the **Previous Job Postings** page. Clicking on the job will bring up the completed posting form. Make any necessary revisions and then click the **Post** button to save the changes.

2.3.2 Copying Posted Jobs

Clicking on the **Copy This Job** button in the **Previous Job Postings** page will bring up the completed posting form for that job but it will be saved as a new job. The form can be edited to make any changes in the job posting.

Using the **Copy This Job** button avoids the need to retype information for a new job if many of the fields are identical to a previously posted job, e.g. **Location**, **LHIN Location**, **Apply To**, etc. may be identical for many job postings.

2.3.3 Deleting Posted Jobs

Posted jobs will be removed from the job posting board based on the **Job Expiry Date** submitted *(see Sec 2.5.14 below)*. However, all posted jobs will appear on the **Previous Job Postings** page unless deleted. To permanently remove a posted job, highlight the job (e.g. click on the job's title) in the **Previous Job Postings Page,** which will take you to the Job Details Page (s*ee Sec. 2.4 below*), and hit **Delete**. A warning message will appear asking to confirm that you want to delete the job posting. Click **Yes** to permanently delete the job posting.

2.4 Posting a Job

To get to the **Post A Job** page from the **Previous Job Postings** page, click on one of the following: the job title, the **Copy This Job** button, or the **Post A New Job** button.

Only the fields completed will appear when the job is posted. For instance, if a fax number is not inputted then the heading "Fax Number" will not appear on the posted job.

A job will not be saved unless the **Post** button is clicked. Before the job is posted, a validation check will be performed to make sure all the mandatory information has been entered and the User must click that they have read and agree to the "Terms of Use" as described in the online User Agreement.

Clicking on the **Post a New Job** button at the top right of the table in the **Previous Job Postings** page will bring up a new blank job posting form.
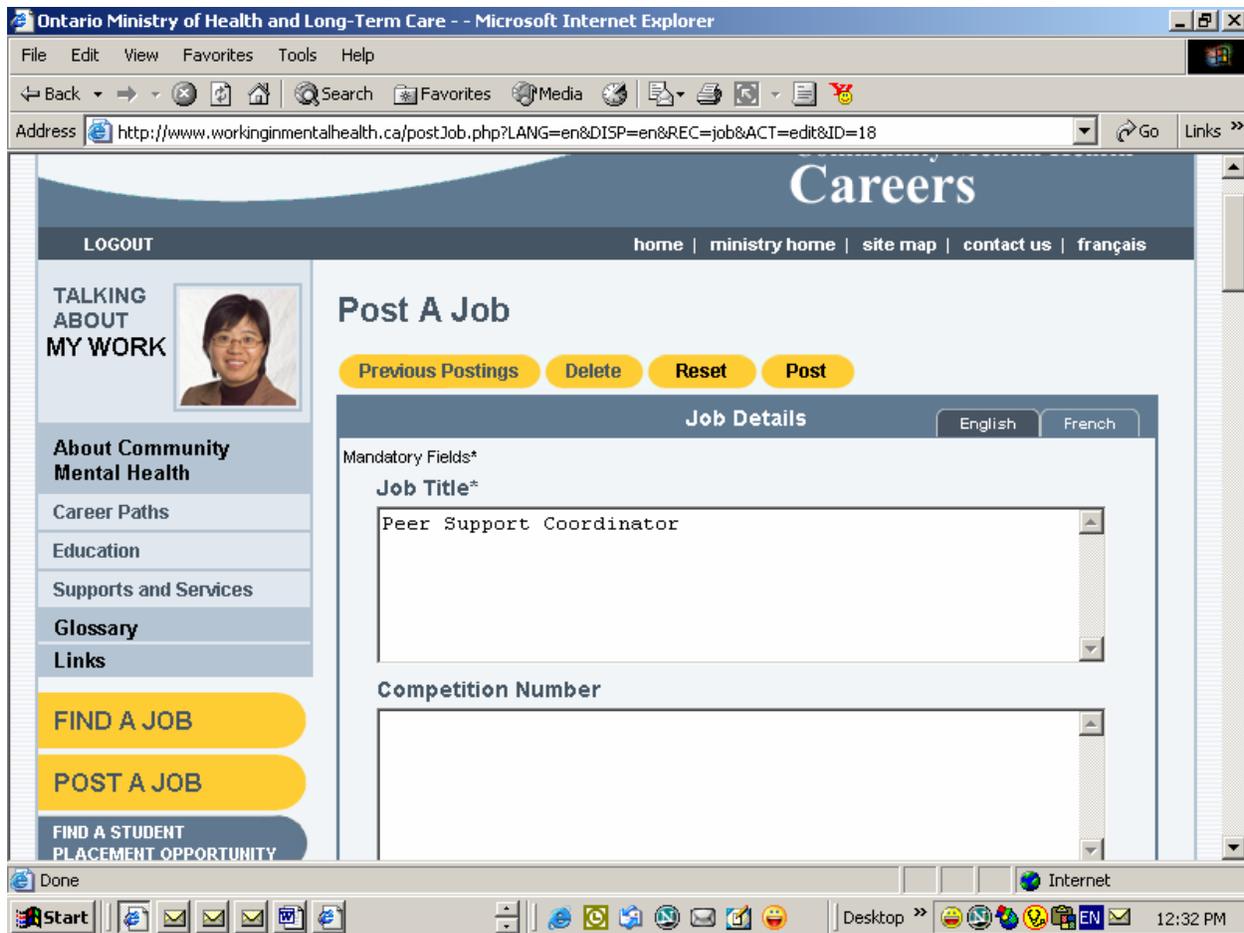
The following fields appear on the **Post A Job form**. Headings marketed * are mandatory:

2.4.1   Job Title*

Input the job title.

2.4.2   Competition Number

Input your organization's competition number for the job.

2.4.3   Job Description*

Input the job description.

2.4.4   Organization name*

Input the name of your organization.

2.4.5   Organization Description or Philosophy

Input a description of your organization or its philosophy (optional field).

2.4.6   Hours of Work

Input the hours of work for the job.

2.4.7   Qualifications Academic and Experiential*

Input the qualifications required for the job.

2.4.8 Language Requirements

This field is intended to highlight any language requirements other than English. Input the language requirements or preferences for the job.

2.4.9 Location*

Input the work location.

2.4.10 Salary or Wage*

Input the salary or wage.

2.4.11 Other Compensation and Benefits

Input any compensation or benefits in addition to salary or wage.

2.4.12 Other Information

Input any other relevant information for the job posting not covered by the other fields.

2.4.13 Job Post Date

Input the date when the job is to appear on the job posting board. If a future date is indicated, the job will be saved in the website database and not appear on the job posting board until that date.

2.4.14 Job Expiry Date

Input the date when the Job will be removed from the job posting board. This will appear on the job posting board as **Application Deadline**. It will also be the final date at which the job is posted.

2.4.15 LHIN Location*

Input the Local Health Integration Network (LHIN) area where the job will be located. Up to three different LHIN locations may be selected. Note: the LHIN area selected will determine where the job appears when the **Search by Local Area** function on the **Job Posting Page** is used by jobseekers. At least one LHIN has to be selected for every job.

2.4.16 Apply To*

This section provides contact information for persons interested in applying for the job. None of the fields are mandatory but at least one must be completed. The fields include:

- **Name**

Input the contact person for the job.

- **Title**

Input the contact person's job title.

- **Organization**

Input the organization name that should be referenced for people applying for the job..

- **Address Line 1, Address Line2, City, Province, Postal Code**

Input the address for persons applying for the job.

- **Telephone, Ext**

Input the telephone number a jobseeker may contact to apply for or get more information about the job, e.g., this could be the contact person's telephone number.

- **Fax**

Input the fax number that job seekers should use to apply for the Job.

- **E-mail Address**

Input the e-mail address that job seeker's should use to apply for the job.

2.4.17 French Translation

Before submitting a job for posting you have to indicate whether you have a French version of your job to appear on www.carrieresantementale.ca, or the English version will be displayed on both www.workinginmentalhealth.ca and www.carrieresantementale.ca.

Choose the option "Enter the French language information for this job before submitting it to the database" if you have a French translation. Choose the option "Use the English information that has been entered for this job to update the French language information on the database" if you have only the English version of the placement (s*ee sec. 3.5 below Posting Student Placement Opportunities in French*).

2.5   Posting Jobs in French

All posted jobs in www.workinginmentalhealth.ca will automatically appear in the French language version of the website www.carrieresantementale.ca. To have the job appear in French in www.carrieresantementale.ca, click on the **French** button on the top right of the **Job Details** bar in the **Post A Job** page. Input the French text for the job posting form and follow the same procedures to post. Note: the French text will only appear on www.carrieresantementale.ca, not www.workinginmentalhealth.ca. Though the field headings are in English when posting in www.workinginmentalhealth.ca, the field headings will appear in French in the www.carrieresantementale.ca job posting board.

How to Post a Student Placement Opportunity

3

How to Post a Student Placement Opportunity

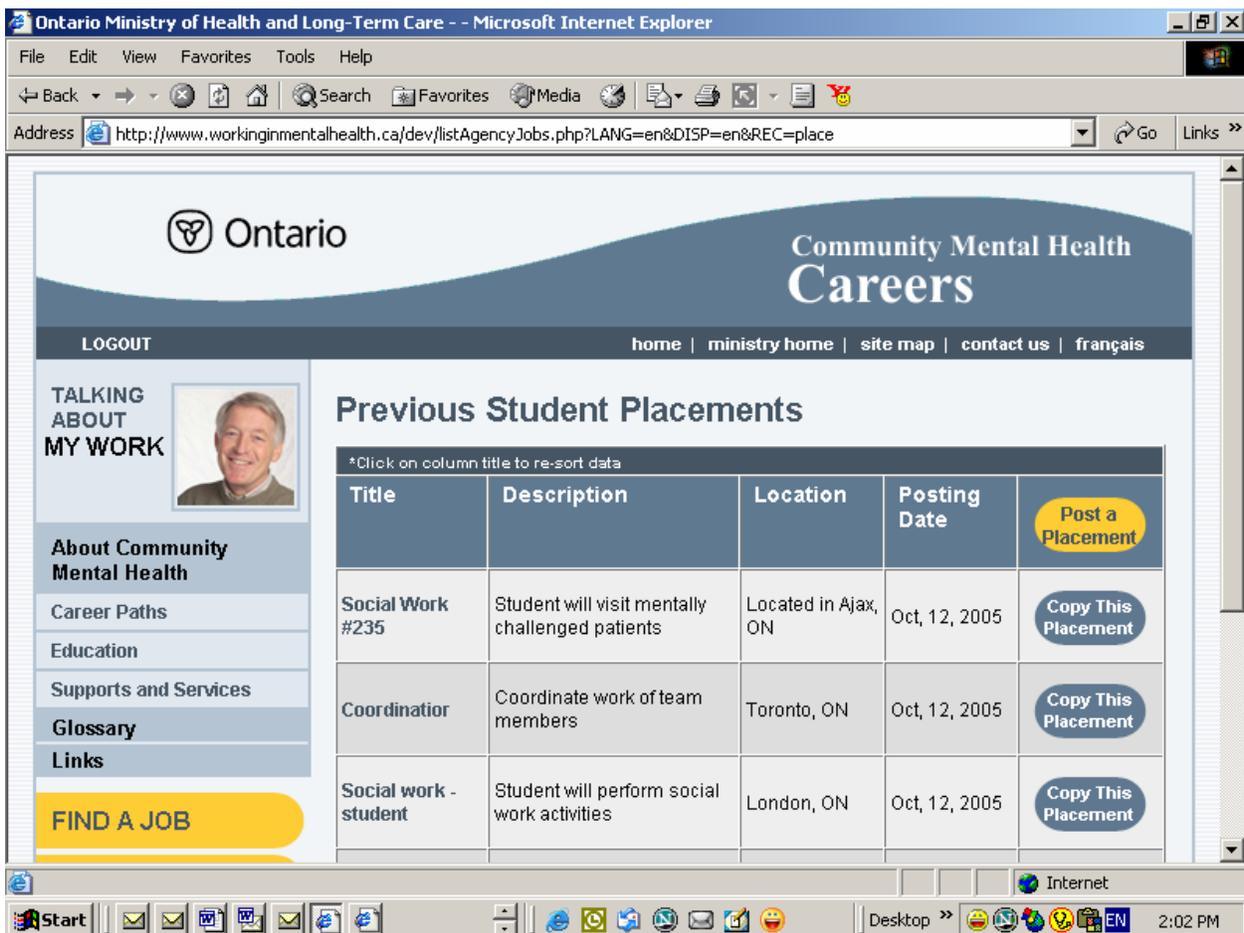## 3.1   What student placement opportunities can be posted?

Community mental health organizations may post student placement opportunities for College and University students that relate to the area of community mental health direct service or for administrative, technical and managerial positions.

3.2   User Login

Before you can start posting a student placement opportunity, you will be required to login *(see Sec 1.2 Username and Password).*   You can get to the **LOGIN** page by clicking on **Post A Student Opportunity** button on the right column or the **LOGIN** link at the left side of the top horizontal menu bar.

3.3   Previous Student Placement Postings

Once successfully logged in, a page appears listing student placement opportunities posted by your organization, including those that no longer appear on the student placement opportunities posting board.

The posted student placement opportunities appear chronologically with the most recent coming first. The list of previously posted student placement opportunities can be sorted chronologically according to each of the column titles, i.e. by Title, Description, Location and Posting Date. This is achieved by clicking on the title of the column to which you want to sort the data. Each click on the column will re-sort the data in either ascending or descending order.

3.3.1   Editing, Copying and Deleting A Student Placement Opportunity

The process to edit, copy or delete a Student Placement Opportunity are the same as those for a posted job *(see sections. 2.3.1-sec. 2.3.3 above).*

3.4   Post a Student Placement Opportunity

To get to the Post A Placement page from the 'Previous Student Placement's page, click on one of the following: the placement title, the **Copy This Placement** button, or the **Post A Placement** button.

The format and process for posting a Student Placement Opportunity are the same as posting a new job *(see Sec 2.4 above).*

The following fields appear on the **Post A Student Placement** form. Headings marked * are mandatory:

3.4.1 Placement Title*

Input the job title.

3.4.2 Services to be Provided by Student*

Input a description of the placement opportunity.

3.4.3 Organization name*

Input the name of your organization.

3.4.4 Organization Description or Philosophy

Input a description of your organization or its philosophy.

3.4.5 Has Your Organization Supervised Placement Students Before?

Indicate by clicking **Yes** or **No** whether your Organization has supervised a student placement.

3.4.6 Education Preferred

Indicate whether a University or College student is preferred. This field can be left empty if there is no preference.

3.4.7 Educational Program Area

Indicate the preferred College or University program area. A drop-down list of program areas for University and College is provided. This field can be left empty if there is no preference.

3.4.8 Program Level Preferred

Indicate the preferred educational level for the placement opportunity. A drop-down list of program levels is provided. This field can be left empty if there is no preference.

3.4.9 Number of Placements

Input the number of placement opportunities.

3.4.10 Supervision Structure or Format*

Indicate how the placement will be supervised.

3.4.11 Hours of Work

Input the hours of work for the placement.

3.4.12 Vehicle Required

Indicate whether a vehicle is required by the placement.

3.4.13 Location*

Input the work location.

3.4.14 Other Information

Input any other relevant information for the job posting not covered by the other fields.

3.4.15 Placement Effective Date*

Input the date when the placement is to appear on the (job) Student Placement Opportunities posting board. If a future date is indicated, the placement opportunity will be saved on the database and not appear on the job posting board until that date.

3.4.16 Application Deadline*

Input the date deadline for responses to the student placement opportunity. It will also be the final date at which the job is posted.

3.4.17 LHIN Location*

Input the Local Health Integration Network (LHIN) area where the job will be located. Up to three different LHIN locations may be selected. Note: the LHIN area selected will determine where the job appears when the **Search by Local Area** function on the **Job Posting Page** is used by jobseekers. At least one LHIN must be selected for every placement.

3.4.18 Apply To*

This section provides contact information for persons interested in applying for the placement opportunity. None of the fields are mandatory but at least one must be completed. The fields include:

- **Name**

Input the contact person for the placement opportunity.

- **Title**

Input the contact person's job title.

- **Organization**

Input the organization name that should be referenced for people applying for the placement.

- **Address Line 1, Address Line 2, City, Province, Postal Code**

Input the address for students applying for the placement.

- **Telephone, Ext**

Input the telephone number a student may contact to apply for or get more information about the job, e.g., this could be the contact person's telephone number.

- **Fax**

Input the fax number that students should use to apply for the Job.

- **E-mail Address**

Input the e-mail address that students should use to apply for the job.

3.4.19 French Translation

Before submitting a student placement for posting you have to indicate whether you have a French version of your placement to appear on www.carrieresantementale.ca, or the English version will be displayed on both www.workinginmentalhealth.ca and www.carrieresantementale.ca.

Choose the option "Enter the French language information for this job before submitting it to the database" if you have a French translation. Choose the option "Use the English information that has been entered for this job to update the French language information on the database" if you have only the English version of the placement (s*ee sec. 3.5 below Posting Student Placement Opportunities in French*).

3.5   Posting Student Placement Opportunities in French

All student placement opportunities posted in www.workinginmentalhealth.ca will automatically appear in the French language version of the website www.carrieresantementale.ca. To have the placement opportunity appear in French in www.carrieresantementale.ca, click on the **French** button on the top right of the **Placement Details** bar in the **Post A Student Placement** page. Input the French text for the placement posting form and follow the same procedures to post. Note: the French text will only appear on www.carrieresantementale.ca, not www.workinginmentalhealth.ca. Though the field headings are in English when posting in www.workinginmentalhealth.ca, the field headings will appear in French in the www.carrieresantementale.ca Student Placement Opportunities posting board.