

NCCHCA Career Center: Member's Guide

Login

1. Go to <http://www.ncchca.org/>.
2. Click **Sign In** at the top right corner of the page.
3. Enter your username and password.

Submit opening

1. Click the **Health Centers** tab.
2. Click **Health Center Jobs**.
3. Click **Submit an Opening** located just under the page title, **Career Center**.
4. Complete the form. Form tips:
 - Required fields are indicated by *****.
 - **Post Opening***: Please select 30 days.
 - **Status***: Select Active.
 - **Location***: Enter North Carolina.
 - **Primary Category *** is required.
 - Type of Position is optional.
 - Education Requirement is optional.
 - Experience Requirement is optional.
 - Salary is optional.
 - Allow online applications: Select **No, I will tell them "How to Apply" below**.
 - How to Apply / Contact is optional. You may simply include this information in the description box.
 - **Description & Details***: required.
 - Describe the position, qualifications, and application process, if you haven't entered it in the **How to Apply/Contact** box.
5. Review your posting for accuracy.
6. **Your Contact Information**
 - a. This contact information is for NCCHCA administrative use only; it will not be posted publicly or included with the details of the job.
 - b. All three fields are required.
7. **Validation Code**
 - a. This is a type of **CAPTCHA** and is required.
 - b. Enter the answer to the math problem.
8. **Submit!**

Your posting will be sent to NCCHCA for review. Please allow 2 business days for posting to appear on the site.

Questions? Please contact:

[Ivory Cunningham](mailto:cunninghami@ncchca.org) - (919) 297-0015 - cunninghami@ncchca.org

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