



ConnectToCareJobs.com

Healthcare Worker/Facility Registration: A Quick Guide to Online Healthcare Worker and Facility Matching

ConnectToCareJobs.com promotes the opportunity for registered facilities, agencies, organizations, and providers to identify the specific staffing needs they have for a short-term or on-going basis. At the same time, individuals who are licensed and/or trained for the various roles in these facilities and identified settings can register their availability and willingness to fill shifts. An algorithm then matches the workers and the openings – in real-time. States and Territories have the ability to manage which facilities, agencies, organizations, and providers are included to enable those in crisis to get preference and to monitor the matching efforts.

Main Sections of ConnectToCareJobs

I'm a Healthcare Professional
looking for work

I'm a Healthcare Facility
looking for professionals

Contents

Main Sections of ConnectToCareJobs.....	1
I. Landing Page and Creating an Account	2
1. What browser works with ConnectToCareJobs.com?	2
2. How do I create a ConnectToCareJobs.com administrator account if I am a looking for professionals and workers?.....	3
3. How do I request a ConnectToCareJobs.com account if I am a seeking employment or volunteer opportunities?	4
II. Healthcare Worker Portal.....	6
III. Healthcare Provider/Facility Dashboard	12
1. How to complete the Facility Registration Portal form?	13
2. How to see your job matches for your facility?.....	15
.....	16
Appendix A: Position Descriptions	17

I. Landing Page and Creating an Account



Provider and Healthcare Professional Match

Healthcare Worker & Facility Registration



Our healthcare facilities are experiencing an unprecedented staffing shortage. We're here to help facilities find quality healthcare workers to share their skills and talents.



ADvancing States 241 18th Street S, Suite 403, Arlington, VA 22202 Phone: (202) 898-

[About Us](#) | [Terms](#) | Copyright 2020 | Leadership, innovation, collaboration

1. What browser works with ConnectToCareJobs.com?

Google Chrome, Firefox, Microsoft Edge, Internet Explorer, Safari.

What is the URL for ConnectToCareJobs.com?

www.connecttocarejobs.com

Note: Do not use your back button on your browser. Selecting the



previous screen.

logo in the top left corner redirects you to the

Note: Clear cache may be needed after software updates.

2. How do I create a ConnectToCareJobs.com administrator account if I am looking for professionals and workers?

- Participating facilities and other entities will be loaded into ConnectToCareJobs.com by the state in which the facility license has been issued or as determined by the state.
- Once the state uploads a facility/entity, the facility/entity will receive an email requesting additional information.

- Select

- Next, select [Register as a new facility](#) link below the button.
- Enter the email address where you received the invitation to participate.

Email address

We'll never share your email with anyone else.

- Follow the password policy to create a password.

Password Policy

Password should be at least 8 characters long with one uppercase letter, one lowercase letter, one special character (\$, #, @, !) and one number.

Password

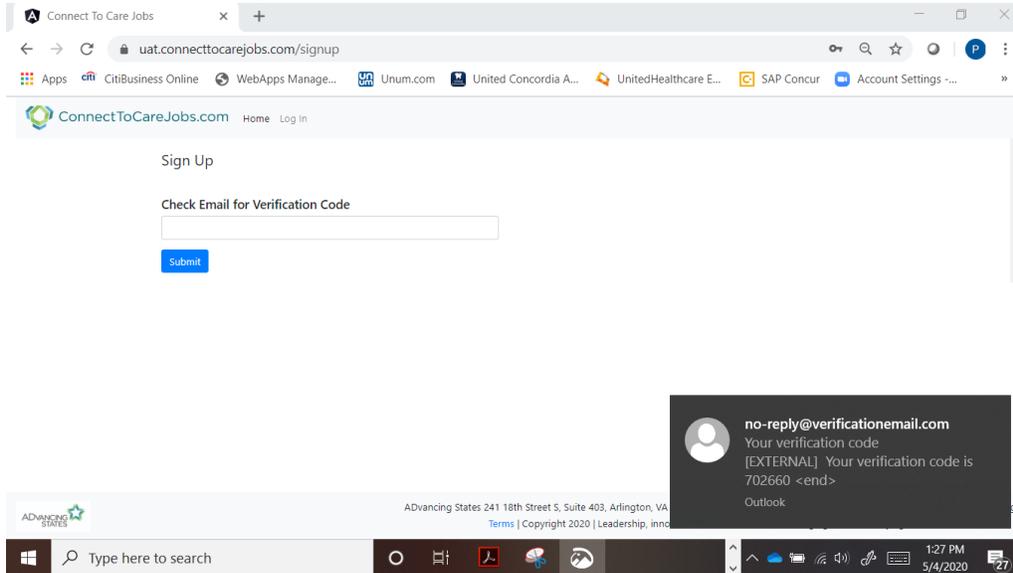
Confirm Password

- Read the Privacy Policy and Terms & conditions, select

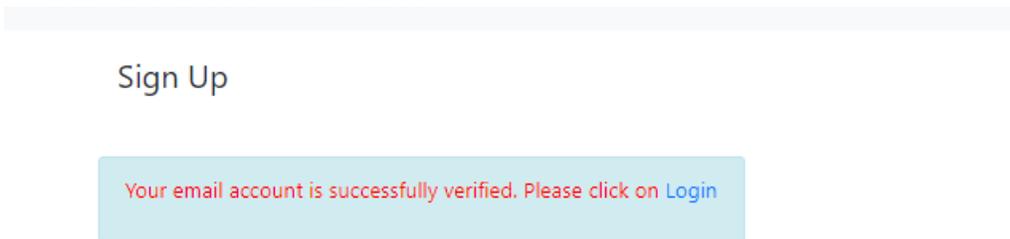
I accept

By clicking "I accept", submitting an intake form or otherwise accessing and using the Services, you agree that you have read and understood, and, as a condition of your use of the Services, you agree to be bound by these Terms. [Click here](#) to read the Privacy Policy and Terms & Conditions

- Press  button.
- An email with your verification code will arrive to your email account.
- Check your email for the verification code to continue.



- Enter verification code and press  button.
- You will receive the below notification:



- Follow the link and login using the newly created account details, and user enrollment is complete. Make sure to check your spam or junk mail folder for the incoming email.

3. **How do I request a ConnectToCareJobs.com account if I am seeking employment or volunteer opportunities?**

- Select
- Next, select [Register as a new user](#) link below the  button.
- Enter your email address

Email address

We'll never share your email with anyone else.

- Follow the password policy to create a password.

Password Policy

Password should be at least 8 characters long with one uppercase letter, one lowercase letter, one special character (\$, #, @, !) and one number.

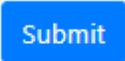
Password

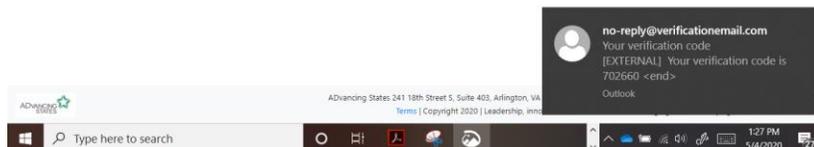
Confirm Password

- Read the Privacy Policy and Terms & conditions, select

I accept

By clicking "I accept", submitting an intake form or otherwise accessing and using the Services, you agree that you have read and understood, and, as a condition of your use of the Services, you agree to be bound by these Terms. [Click here](#) to read the Privacy Policy and Terms & Conditions

- Press  button.
- An email with your verification code will arrive in your email account. Check your spam or junk folder if needed.
- Open the email to obtain the verification code.



- Enter verification code, and press  button.
- You will receive the below notification:

Sign Up

Your email account is successfully verified. Please click on [Login](#)

- Follow the login link using the newly created account details and user enrollment information to complete the process.

II. Healthcare Worker Portal



The screenshot shows the user interface of the ConnectToCareJobs.com portal. At the top left is the logo and text 'ConnectToCareJobs.com'. At the top right is a green 'Log Out' button. Below the header is the word 'Dashboard'. A large teal button labeled 'Tell us about yourself' is centered on the page. At the bottom of the page is a footer containing the 'ADVANCING STATES' logo, contact information for Advancing States (241 18th Street S, Suite 403, Arlington, VA 22202), phone and fax numbers, an email address, and links for 'About Us' and 'Terms'. The footer also includes a copyright notice and a mission statement: 'Leadership, innovation, collaboration for state Aging and Disability agencies'.

- Press  button.
- You will be in the **Healthcare Worker Registration** form.

Healthcare Worker Registration



- Select the **position that you are interested in** using the below dropdown:

What position are you interested in?*

Note: See a full list of positions and descriptions in [Appendix A](#).

- Complete your demographic information. Your email address will be auto-filled.

First Name*

Last Name*

Email Address*

Phone Number*

Street Address*

City*

Zip Code*

State*

Note: Your address will be used for matching to the facility based on the distanced that you would like to find work. It is important that you use complete and accurate details.

Note: Your phone number may be used for the facility to contact you.

- Use the following dropdowns to identify **distance willing to travel** for

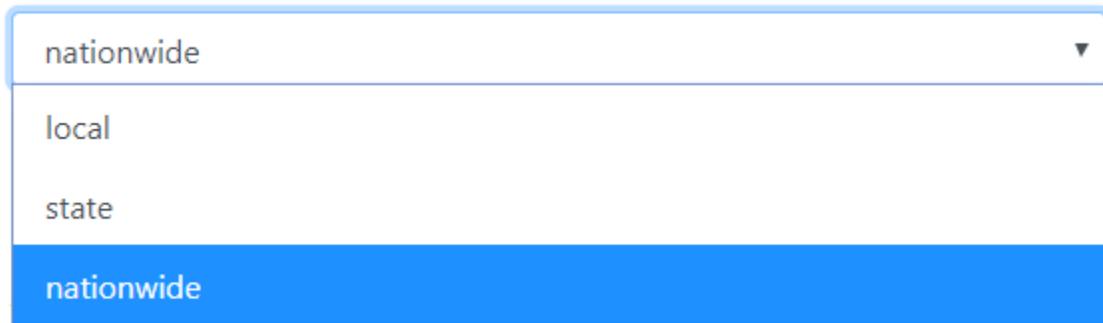
work.

To match to a facility what mile radius do you want to search on to find work?*

Willing to travel long distance to accept a position

- If you select the “**nationwide**” from the dropdown “**Willing to travel long distance to accept a position**” dropdown, shown below, a new dropdown will appear.

Willing to travel long distance to accept a position

A screenshot of a dropdown menu. The menu is open, showing four options: 'nationwide', 'local', 'state', and 'nationwide'. The bottom 'nationwide' option is highlighted in blue. The top 'nationwide' option is currently selected and has a small downward arrow on its right side.

- New dropdown “**State willing to travel to**” shown below.

State willing to travel to

Note: You will have the option to select any states or one additional states that you would be willing to travel.

Any
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Colorado

Note: If “**Any**” is selected, then you may be matched to any opening in the system that has a need for your position and availability.

- States may **pay for living accommodation** for workers based on need. Selection in this dropdown box does not impact your ability to be matched to providers/facilities. (Yes/No)

If the State can offer living accommodations for the duration of your service, would you be interested in learning more about this?

- The amount of **clinical experience** offers providers/facilities information but does not impact your ability to be matched to providers/facilities.

Years of experience (tenure) in a clinical position

- “**Are you a volunteer**” gives the facility information on whether you are willing to work without pay but does not impact your ability to be matched to providers/facilities. (Yes/No)

Are you a volunteer

- Select **all** days/shifts that you will be available to work (included in the matching criteria).

Days/Shifts you will be available. Please select all that apply

Day	Morning	Afternoon/Evening	Overnight
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Selecting the earliest **date that you can start** is required for the matching criteria.

On which date can you start*

- If you **own a vehicle or have access to transportation** gives the facility information on whether you are able to come but does not impact your ability to be matched to providers/facilities. (Yes/No)

Do you have your own vehicle or access to transportation

- If you **have a valid healthcare license or certificate** gives the facility information on whether you are able to come but does not impact your ability to be matched to providers/facilities. (Yes/No)

Do you have a valid health care license or certificate?

- You must select **Yes** in the **conditions of employment** to be matched with providers/facilities. (Yes/No)

Do you agree to the following conditions of employment?*

- Legally authorized to work in the U.S.
- Selected applicants will be required to complete a full orientation to the role and responsibilities, including a Licensed/Registered Nurse's evaluation of the applicant's demonstrated basic competencies and effective use of Personal Protective Equipment (PPE).
- Prolonged wearing of PPE, including gloves, masks and face shields

- Your responses to **specialty skills** give the facility information on whether you are able to come but does not impact your ability to be matched to providers/facilities. (Yes/No)

Please indicate if you have the following specialty skills

IV/Phlebotomy Skills?

PICC Line Care?

Basic IV Therapies (fluids and antibiotics, NO IV push)?

Ventilator care?

- States may prohibit work if you have **traveled outside of the state in the last three weeks**. Selection in this dropdown box does not impact your ability to be matched to providers/facilities. (Yes/No)

Did you travel outside of the state in the last three weeks

- Once you have completed the form, you may select

to be matched with providers/facilities.

- You may select at any time. If

you select , your data **will not** be saved, and you will not be matched to providers/facilities.

III. Healthcare Provider/Facility Dashboard

Dashboard

- Step 1. Fill out your form to tell us what your staffing needs are at your facility.
- Step 2. Check your matches.
- Step 3. If you see a match that matches your needs, contact them to arrange an interview.
- Step 4. Once you have filled your vacancies, please update your profile.

- Select [Tell us about your needs](#) to enter the [Facility Registration Portal](#).

Note: The initial Facility Registration must be completed prior to any job matches being found.

- Select [See job matches for your facility](#) to see job seekers that are matched to your provider/facility.

1. How to complete the Facility Registration Portal form?

Facility Registration



- Complete your organizations information. Your organizational email address will be auto-filled.

Facility Name*

Facility Type*

Address*

City*

State*

Zip Code*

Facility phone number*

Contact person for staffing*

Staffing contact phone number

Contact email address*

Staffing second contact person

Staffing second contact phone number

Staffing second contact email address

Note: Facility Name should match what is listed on your state license.

Note: Your address should be the physical location of where the worker will report.

Note: Your organization may have multiple **Facility Types**. Facility Type is not a part of the matching criteria. You can select the Facility Type that is most appropriate based on the needs of the organization.

- Your organization has **available parking for staff**, or **accessible by public transport**, gives the state information but does not impact your ability to be matched to jobseekers. (Yes/No)

Is there available parking for staff

Is the facility accessible by public transport

- Once select the provider/facility demographics are complete, you may select:

Note: Demographic information is saved after the initial completion, but you will need to put in **complete** need/resource requirements each time you go into the system.

- Select/Type the number of needed positions for each job title and date the position is first needed. If there is an immediate need, select the current date.

Recreational Therapist

Number of FTEs

Date Needed

Environmental Service Aide (laundry or housekeeping)

Number of FTEs

Date Needed

Note: Past dates may be select but do not impact the matching.

Note: A full list of positions and descriptions are available in [Appendix A](#).

- Select

Submit

2. How to see your job matches for your facility?

- Select  to see job seekers that are matched to your provider/facility.
- A list of healthcare workers, seeking the selected positions that matched to your provider/facility organization will show up on a table in the below format.

Matches

Job Title	First Name	Last Name	Email Address	Phone Number
-----------	------------	-----------	---------------	--------------

- If you have more matches that the table can show, you can right-click on the table and print to PDF for a full list of matches.

Note: Contacting and vetting the interested jobseekers are the responsibility of the provider/facility.

Appendix A: Position Descriptions



ConnectToCareJobs.com

Position Description

Category	Position – may vary by facility	Description – may vary by facility	Credentials – may vary based on State requirements
Activities/Recreation	Activity Aide	Plan and implement activities.	
	Recreational Therapist	Plan, direct, or coordinate medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions.	Bachelor's degree in Recreational Therapy; additional certification may be required
Behavioral Staff	Counselor	Plan, develop, and implement various clinical, behavioral, and supportive services.	License
	Social Worker	Assess, create, and implement the care plan, secure and refer needed resources, evaluate and monitor improvement, and advocate.	License
Facilities	Environmental Service Aide (laundry or housekeeping)	Support safety and cleanliness of a facility; Ensure facility linen and resident's personal clothing are properly collected, sorted, laundered, distributed, and/or stored.	
	Maintenance	Install, inspect, diagnose faults, test, replacement, repair, and maintenance of building, fixtures and fittings.	
	Transportation	Drive vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule.	
Medical	Certified Nursing Assistant/Patient Care Technician	Deliver direct care to patients (bathing, toileting, feeding, grooming, etc.) as directed by the RN or LPN.	Certification

	Licensed Professional Nurse (LPN)/Licensed Vocational Nurse (LVN)	Perform duties such as taking vital signs, collecting samples, administering medication, ensuring patient comfort, and reporting the status of their patients.	License
	Physician	Examine patients, review patient medical history, diagnose illnesses or injuries, administer treatment, and counsel patients on their health and wellbeing.	License
	Physician Assistant	Provide a comprehensive assessment to assess the cognitive and functional status of patients as well as their specific conditions.	Certification; License
	Nurse Practitioner	Provide all aspects of patient care, including diagnosis, treatments, and consultations, conducting physicals, ordering tests, and serving as a patient's primary healthcare provider.	License
	Registered Nurse (RN)	Provide patient care by performing examinations and tests, administering medications, treating wounds, etc.	Certification
	Temporary Nurse Aide	Provide patient care, including activities of daily living, infection control and prevention, positioning, moving, and restorative care, nutrition and elimination, comfort care, and end of life.	8-hour training
	Cook	Perform food preparation per current applicable federal, state, and local standards, guidelines, and regulations, with our established policies and procedures.	
Nutrition	Dietary Aide/Food Server	Prepare and handle food. Deliver food.	
	Dietician/Nutritionist	Assess patients' and patient's nutritional and health needs. Counsel patients on nutrition issues and healthy eating habits. Develop meal and nutrition plans, taking both clients' preferences and budgets into	License

		account.	
	Feeding Assistant	Feed residents, pass trays & transport residents.	
	Admissions/Marketing	Oversee in-patient/out-patient functions, bed assignments, and completion of preliminary paperwork for entering patients. Work with medical, nursing, and accounting staff to ensure appropriate patient placement.	
Office	Minimal Data Set (MDS) Coordinator	Ensure the accuracy of patient charts through compliance and reliability, providing all necessary information to required third parties	LPN or RN certification + additional training
	Direct Support Professional/Support Staff	Be responsible to support adults with disabilities of all ages and others who need assistance to lead lives and contribute to their communities; and supports behaviors that enhance inclusion in their communities.	
Support Staff	Residential Supervisor/Manager	Accompany residents to their medical and non-medical activities, assuring their health and safety, train, supervise, and monitor the quality of work of house staff. Work with behavioral professionals to assure proper behavioral interactions of staff.	
	Occupational Therapist/Aide	Support individuals to improve, regain and develop the skills needed for day to day life and work.	License/Certification
Therapy	Physical Therapist/Aide	Plan and execute rehabilitation programs to help patients return to a higher level of physical function after an accident or surgery.	License/Certification
	Respiratory Therapist	Interview and examine patients with breathing or cardiopulmonary disorders. Consult with physicians to develop patient treatment plans. Perform diagnostic tests such as measuring lung capacity.	Certification

	Speech Therapist	Prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults.	License