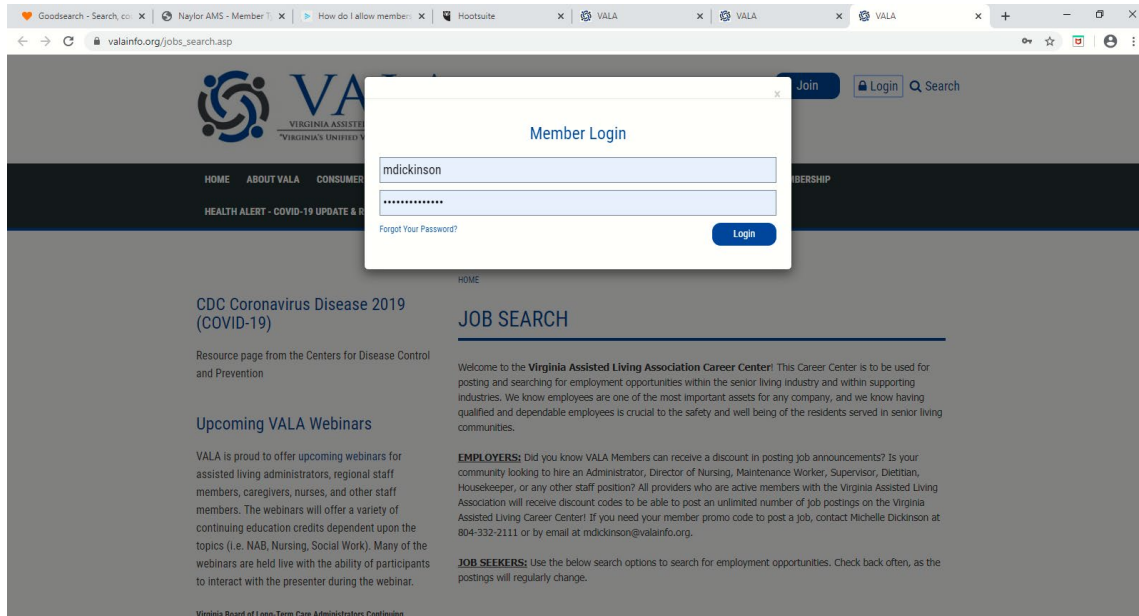
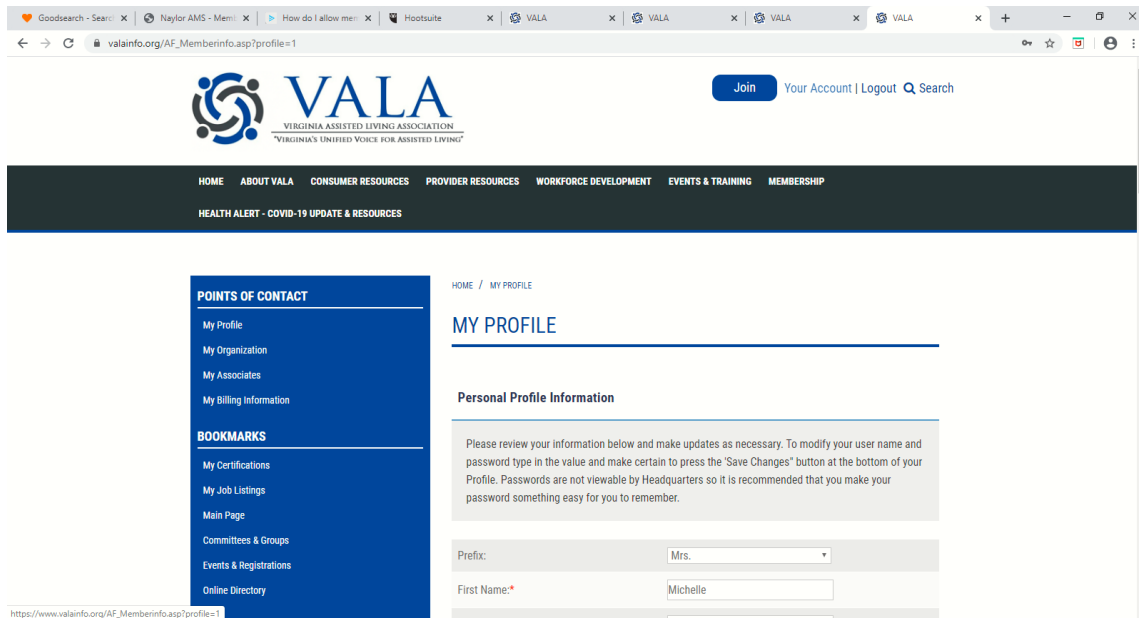


How to post a job listing?

You must be logged in to the VALA site to post a job. Click the forgot password button, if you have not previously logged in, then put in your email address and the system will prompt you to input a new password. Your username will be your email.



Once logged in, go to [Your Account](#) at the top right of the screen



Then click on My Job Listings under Bookmarks column

Once here, click on Add a Job

The screenshot shows the 'MY JOB LISTINGS' page on the VALA website. The browser address bar shows 'valainfo.org/jobs_mylistings.asp'. The navigation menu includes: HOME, ABOUT VALA, CONSUMER RESOURCES, PROVIDER RESOURCES, WORKFORCE DEVELOPMENT, EVENTS & TRAINING, MEMBERSHIP, and a HEALTH ALERT for COVID-19. A left sidebar contains sections for POINTS OF CONTACT (My Profile, My Organization, My Associates, My Billing Information), BOOKMARKS (My Certifications, My Job Listings, Main Page, Committees & Groups, Events & Registrations, Online Directory), and ACCOUNT DETAILS (My Transactions, My Invoices, My Directory Options). The main content area is titled 'MY JOB LISTINGS' and features an 'Add A Job >>' button. A message states: 'All submitted Job Listings are available below for review. If you have submitted a job posting, please click on "Activate Now."' Below this is a table with columns: Listing Title, Created, Status, and Action(s). The table contains two entries: 'Activities Testing' (Created: 4/7/2020, Status: Expired on 4/7/2020 (Reactivate Now), Action(s): Modify Listing, Delete Listing, Resumes (0)) and 'TESTING' (Created: 9/11/2019, Status: Expired on 9/11/2019 (Reactivate Now), Action(s): Modify Listing, Delete Listing, Resumes (0)).

Enter the Job Details

The screenshot shows the 'JOBS DETAILS' page on the VALA website. The browser address bar shows 'valainfo.org/jobs_addnew.asp'. The VALA logo is visible at the top, with the tagline 'VIRGINIA ASSISTED LIVING ASSOCIATION' and 'VIRGINIA'S UNIFIED VOICE FOR ASSISTED LIVING'. The navigation menu is the same as in the previous screenshot. The main content area is titled 'JOBS DETAILS' and includes a breadcrumb 'HOME / MY JOB POSTING DETAILS'. A message states: 'In order to add a new job posting, enter the position information and your organization information below. Click on save at the bottom when finished. Fields marked with a red asterisk are required.' Below this is a 'Position Information' form with the following fields: Category (dropdown menu with '-Select-' selected), Job Status (dropdown menu with 'Full Time' selected), Job Title (text input field with a red asterisk), and Job Description (rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and image). On the left side of the page, there are two sections: 'CDC Coronavirus Disease 2019 (COVID-19)' with a link to a resource page from the Centers for Disease Control and Prevention, and 'Upcoming VALA Webinars' with a paragraph about webinars for assisted living administrators and a link to 'Virginia Board of Long-Term Care Administrators Continuing Education Requirements and Guidance'.

Select the Listing Duration:

Single Job Post

The screenshot shows a web browser window with the URL valainfo.org/jobs_pay.asp?listingid=60. The page content includes:

- CDC Coronavirus Disease 2019 (COVID-19)**: Resource page from the Centers for Disease Control and Prevention.
- Upcoming VALA Webinars**: VALA is proud to offer upcoming webinars for assisted living administrators, regional staff members, caregivers, nurses, and other staff members. The webinars will offer a variety of continuing education credits dependent upon the topics (i.e. NAB, Nursing, Social Work). Many of the webinars are held live with the ability of participants to interact with the presenter during the webinar.
- Virginia Board of Long-Term Care Administrators Continuing Education Requirements and Guidance**: Per 18VAC95-30-70(A)(1) and 18VAC95-20-175(A)(1), up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.
- March 19, 2020 guidance regarding CE Courses**: During the six month extension of continuing competency requirements that must be obtained for the licensure period between April 1, 2019 - March 31, 2020, programs delivered via teleconference or webcast where there is an opportunity to interact with the speakers in real time ("interactive course") will count toward the 10 hours of continuing competency requirements that must be taken in addition to the 10 hours of internet or self-study hours.

MY JOB LISTINGS

Select Listing Duration:

<input checked="" type="radio"/>	Single Job Post (FREE postings until September 1, 2020) - \$0.00
<input type="radio"/>	Featured Job - \$149.00
<input type="radio"/>	30 Day Unlimited Resume Access - \$40.00
<input type="radio"/>	30 Day Banner Ad - \$399.00
<input type="radio"/>	90 Day Banner Ad - \$599.00
<input type="radio"/>	6 Month Banner Ad - \$1,499.00

Discounts

Promo Code

If you have a promo code, your discount will be reflected on the payment page.

[Continue >>](#)

Once completed go back to Your Account page and My Job Listings, you will see your listings.

Contact Michelle Dickinson at mdickinson@valainfo.org with any questions.