



Accra Job Board - User Guide

The Accra Job Board is now live!! The job board is now housed within the Accra Access Portal. To get started, either the Responsible Party or the Caregiver will need to be sent a portal invite by Accra.

Candidates - Any individual who is interested in working as a caregiver can create an account on the Job Board after they have been invited to the Accra Access Portal, regardless of if they have been hired or are just starting the process of applying.

Responsible Party - The Accra Job Board is available to all active Accra clients.

Creating your Account:

The invitation email will have two hyperlinks in them; the first hyperlink will take the user to the account creation page; the second hyperlink will direct the user to the sign in portal.

Username: The username will always be the user's email address on file.

Password: The user will have to create an account password which is ten characters or greater.

****Be sure to save this information as you will need to log in to your account to manage the post. This includes when you set up the account, after your post has been approved by Human Resources so it can be made public and to make the post private after a position has been filled.**



Champions of Homecare

Caregiver Views

1. Home Screen - when a caregiver logs into the Accra Access Portal, they will be first greeted by the home page. The home page will have information on how many hours they have submitted each week, and key information on points of contact for Accra Access related items.

The screenshot shows the Accra Caregiver Home Screen. At the top, there is a dark blue navigation bar with the Accra logo on the left, a user notification "You are currently in your caregiver view" in the center, and a user profile "MP Michael Page" on the right. Below the navigation bar are five menu items: HOME (highlighted with an orange underline), TIME ENTRIES, RESOURCES, JOBS, and MESSAGING. The main content area is divided into two sections: "Weekly Hours Submitted" and "Key Information".

Weekly Hours Submitted

WEEK OF: 2/18/2024 to 2/24/2024

0 Hours

Key Information

Accra HR Email (PCA/245D/Homemaker) employeecare@accracare.org
Accra HR Email (FMS) fmsemployeecare@accracare.org
Accra HR Phone Number (952) 935-3515
Accra Mobile Resources <https://www.accrahomecare.org/accra-mobile-resources/>

Footer:

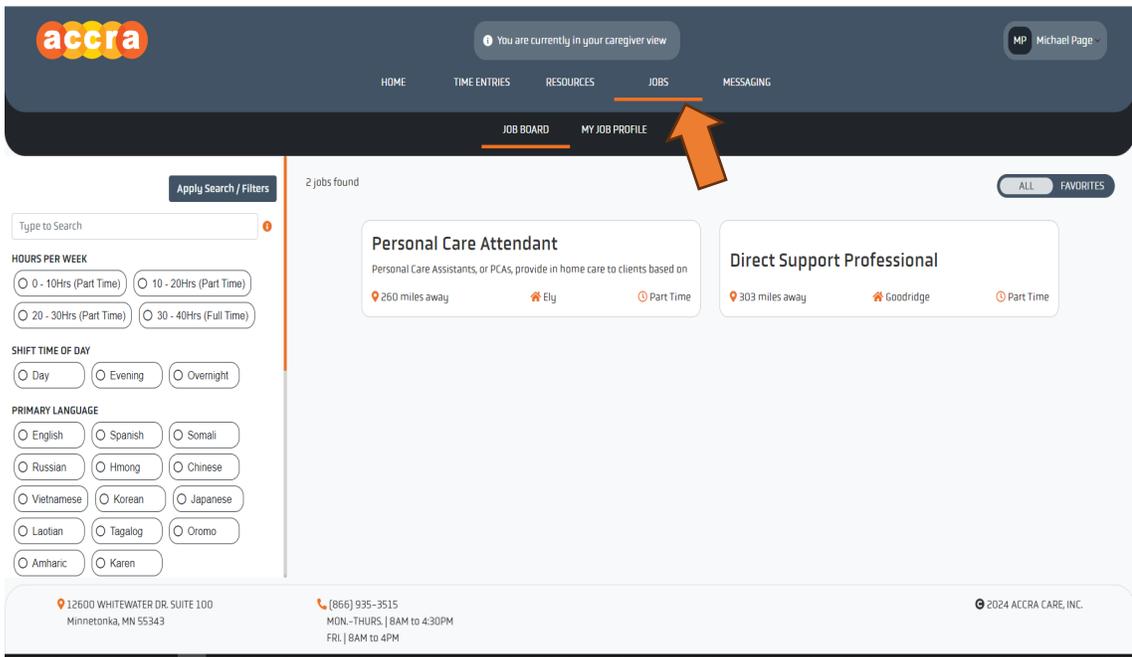
12600 WHITEWATER DR. SUITE 100
Minnetonka, MN 55343

(866) 935-3515
MON.-THURS. | 8AM to 4:30PM
FRI. | 8AM to 4PM

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2. Job Board - Select the "Jobs" tab found on the top navigation bar to view the job board.

When the job board loads, you will see tiles populate, these are job posts that have been set up by the clients' Responsible Party. The header of the tile will have the title of the position the Responsible Party is looking to fill (ex. Personal Care Attendant (PCA), Direct Support Professional (245D services or Financial Management Services (FMS)).



The screenshot displays the ACCRA Job Board interface. At the top, the ACCRA logo is on the left, and a user profile for Michael Page is on the right. The navigation bar includes links for HOME, TIME ENTRIES, RESOURCES, JOBS (highlighted with an orange arrow), and MESSAGING. Below the navigation bar, there are sub-links for JOB BOARD and MY JOB PROFILE. The main content area shows a search bar and filter options on the left, and two job tiles on the right. The first tile is for a Personal Care Attendant position, located 260 miles away in Ely, offering part-time work. The second tile is for a Direct Support Professional position, located 303 miles away in Goodridge, also offering part-time work. The footer contains contact information for ACCRA Care, Inc., including the address (12600 Whitewater Dr., Suite 100, Minnetonka, MN 55343), phone number (866) 935-3515, and operating hours (Monday-Thursday 8AM to 4:30PM, Friday 8AM to 4PM). The copyright notice is © 2024 ACCRA CARE, INC.



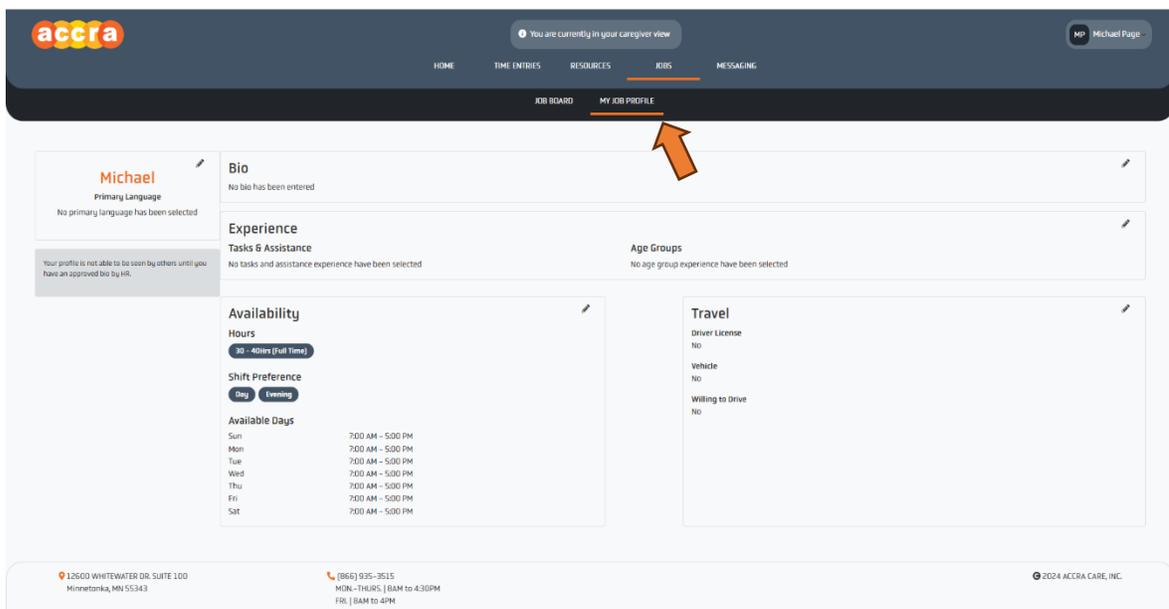
- Client Post - when you select one of the tiles, the client profile will load. The post is managed by the Responsible Party and includes information regarding the position such as: Distance, Number of Hours, Age Group of the client, Primary Language, and a Description of the position.

The screenshot displays the Accra job board interface. On the left, there are search filters for 'Apply Search Filters' with 2 jobs found. The filters include: HOURS PER WEEK (0-10hrs, 10-20hrs, 20-30hrs, 30-40hrs), SHIFT TIME OF DAY (Day, Evening, Overnight), PRIMARY LANGUAGE (English, Spanish, Somali, Russian, Hmong, Chinese, Vietnamese, Korean, Japanese, Laotian, Tagalog, Oromo, Amharic, Karen), DISTANCE AWAY (5, 10, 15, 20, 25, 30, 40, 50 miles), CLIENT AGE GROUP (0-5, 6-17, 18-25, 26-40, 41-60, 60 and over), and REQUIRED CARE NEEDED (Behavioral Redirection, Dressing, First Aid/CPR, Grooming, Housekeeping, Meal Prep, Medication, Mobility, Shopping/Errands, Showering, Special Diets, Toileting, Transfers). The main content area shows a job listing for 'Personal Care Attendant' with a 'Live' status and a 'Favorite this job' button. The job details include: 260 miles away, 25 hours, 0-5 years old, English, and Driving Not Required. The description states: 'Personal Care Assistants, or PCAs, provide in-home care to clients based on the client's care plan. PCAs can provide assistance with activities of daily living, including help with bathing, grooming, toileting, and behavior.' The 'Required Care' section lists 'First Aid/CPR', 'Grooming', and 'Mobility'. A 'CONTACT RP ABOUT THIS JOB' button is at the bottom of the job listing. The footer contains the address: 12600 WHITEWATER DR. SUITE 100, MINNETONKA, MN 55343; phone: (866) 939-3613; hours: MON-THURS | 8AM TO 4:30PM, FRI | 8AM TO 4PM; and copyright: © 2024 ACCRA CARE, INC.

- Caregiver Job Profile – while under the jobs tab, select, “My Job Profile” subtab.

After you have selected, my job profile, you will be brought to a page which will have a table that lists all the job profile’s the user has created. If this is your first job profile, the table will be empty. Select, create job profile.

Once you are on the job profile page, you will see the form below. Select the pencil icons next to the different fields to edit each section. This includes Primary Language, Bio, Experience, Availability and Travel information.



Please note, to create a job profile, you must create a bio to be reviewed by HR. After the bio has been approved by HR, you will receive an email notification. From there, you must log into your Accra Access account, go to the job profile page again, and select the post you created from the table. Once on the job profile page, you will need to make your post “Public” before clients and their Responsible Party will be able to view your job profile and contact you to arrange for an interview.