



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.**



Responsible Party Views

1. Home Screen - when logging into the Accra Access Portal, the Responsible Party will be greeted by the home page. On this page, they will have information about the clients' Service Agreement, program announcements, key information about Accra's points of contact and current budget information.

The screenshot shows the Accra Access Portal Home Screen for a Responsible Party. The page features a dark blue header with the Accra logo on the left, a dropdown menu for 'Job Board Job [81.0000]' in the center, and a user profile button 'JB | Job Board Job' on the right. Below the header is a navigation bar with four tabs: 'HOME' (active), 'TIME ENTRIES', 'RESOURCES', and 'JOBS'. The main content area is divided into several sections:

- Service Agreement Information:** Includes a dropdown menu for 'Agreement', and labels for 'Program' and 'Effective'.
- Budget Spending Rate:** A section with a note: '[This information is based on validated time sheets processed by Accra.]'
- Budget Details:** A section with the text: 'No Budget Details for Current Agreement'.
- Program Announcements:** A section with the text: 'No Current Announcements'.
- Key Information:** A table listing contact information:

| | |
|----------------------------|---|
| Responsible Party | Job Board Job accrajobboard@accracare.org |
| Qualified Professional PCA | Support SMG support.smg@accracare.org |

The footer contains contact information: '12600 WHITEWATER DR, SUITE 100, Minnetonka, MN 55343', phone number '(866) 935-3515' with hours 'MON.-THURS. | 8AM to 4:30PM' and 'FRI. | 8AM to 4PM', and the copyright notice '© 2024 ACCRA CARE, INC.'.



- 2. Multiple Clients - If a user has multiple clients that they are the Responsible Party for, they will have a drop-down menu located at the top with the list of clients to choose from. When they select the client from the drop-down menu, the client's information will show on the Home Page.

****Be sure to select the client from the drop-down menu that you intend on finding a caregiver for before moving on to the job board.**

The screenshot displays the Accra user interface. At the top left is the Accra logo. In the top right corner, there is a user profile button labeled 'JBJ Job Board Job'. Below the logo, a dropdown menu is open, showing the selected client 'Job Board Job (810000)' and two options: 'I am a Responsible Party for' and 'Job Board Job (810000)'. An orange arrow points to this dropdown menu. The main content area is divided into several sections: 'Service Agreement Information' with fields for Agreement, Program, and Effective; 'Program Announcements' showing 'No Current Announcements'; 'Budget Spending Rate' with a note that information is based on validated time sheets; and 'Budget Details' showing 'No Budget Details for Current Agreement'. A 'Key Information' section contains a table with the following data:

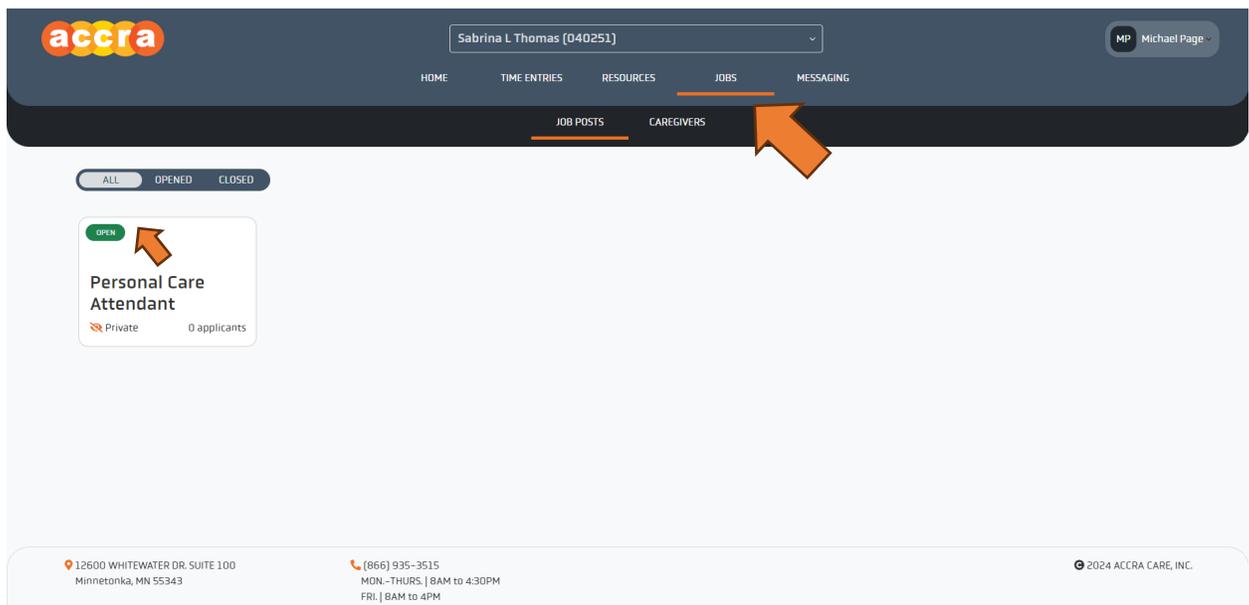
| | |
|----------------------------|---|
| Responsible Party | Job Board Job accrajobboard@accracare.org |
| Qualified Professional PCA | Support SMG support.smg@accracare.org |

At the bottom of the page, there is contact information: 12600 WHITEWATER DR. SUITE 100, Minnetonka, MN 55343; phone number [866] 935-3515; and hours of operation: MON.-THURS. | 8AM to 4:30PM, FRI. | 8AM to 4PM. The footer also includes the copyright notice: © 2024 ACCRA CARE, INC.



3. Job Posts - Select the "JOBS" tab found at the top - In this section you will see a list of the different Job Posts that can be made public for caregivers to view.

While on this page, you will find tiles for the different services the client has been admitted for. To make a job post public for caregivers to view, select the tile that corresponds to the position you are looking to post.

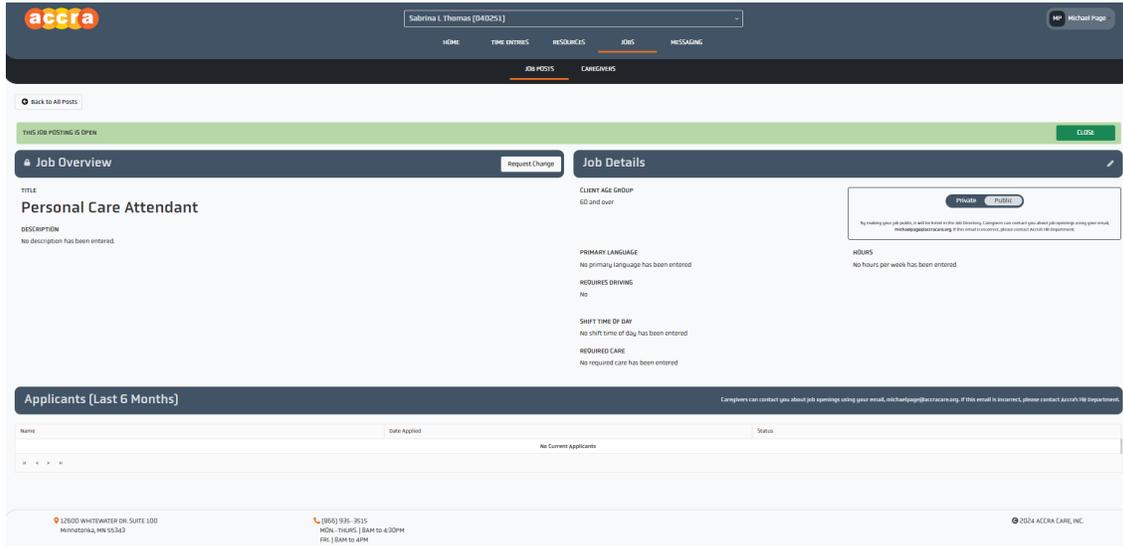


****The client must be admitted to the service before the tile for the job post will show up.**

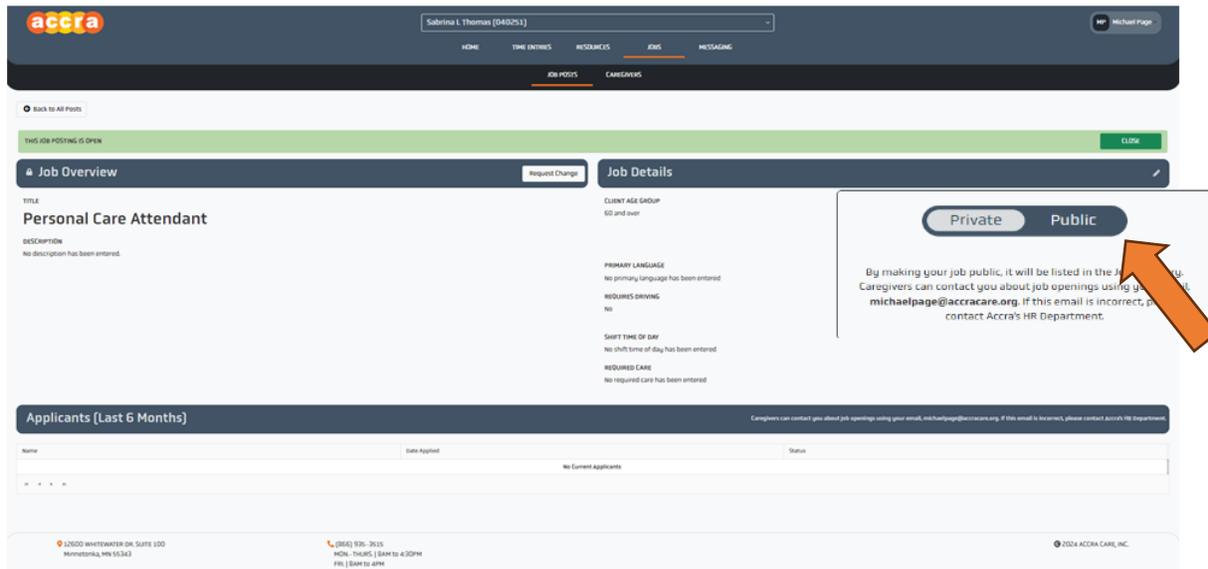
*****You will want to be sure to manage the "Open" tile if there are multiple, not the "Closed" tile.**



- 4. Managing Job Posts - on the job post page, you can request to make a change to the job description to include information regarding the position.



****Please note, if you make a change to the job description, the post will be made private by default. After HR has approved the job description, you will need to log back into your Accra Access account, go to the job post and toggle the post to be made public before caregivers will be able to view the post and contact you through the job post.**





- 5. Edit Job Details - when editing the job details, you can list the client's primary language, how many hours you are looking to fill, whether driving is required for the position, shift time of day, and care required.

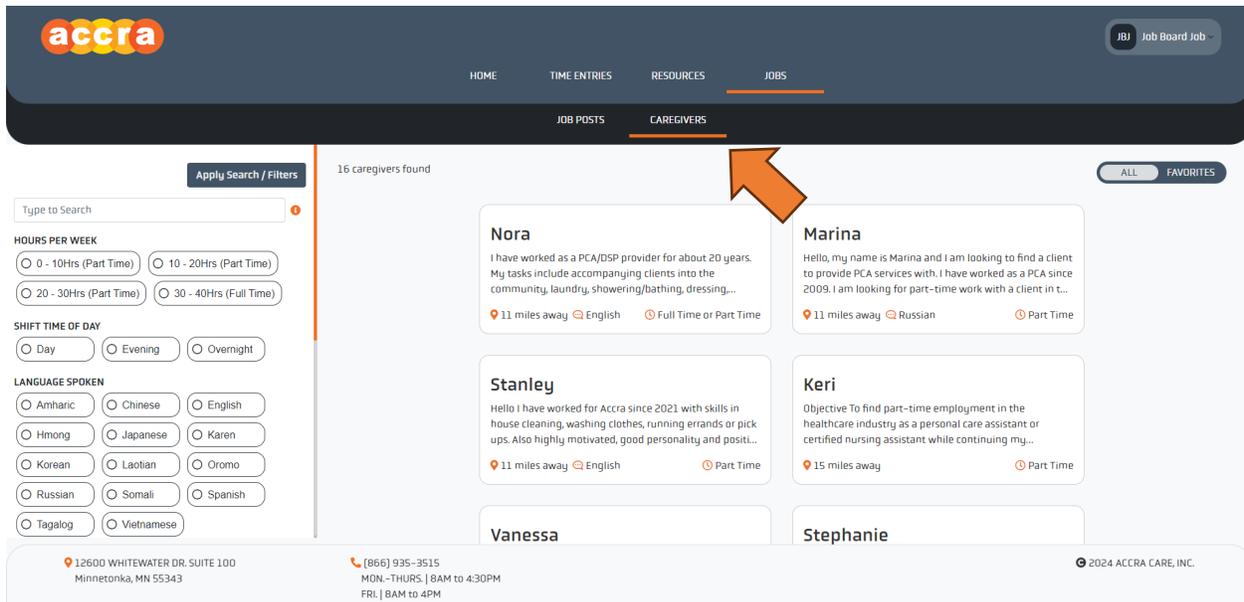
The screenshot displays the Accra web application interface. At the top, the user is logged in as Sabrina L. Thomas (340251) and is on the 'JOBS' page. A modal window titled 'Edit Job Details' is open, showing the following fields and options:

- CLIENT PRIMARY LANGUAGE:** English
- HOURS REQUIRED:** 15
- DRIVING REQUIRED:** No
- SHIFT TIME OF DAY:** Day (selected), Evening, Overnight
- CARE REQUIRED:** Behavioral Redirection, Dressing (selected), First Aid/CPR, Grooming, Housekeeping, Meal Prep, Medication, Mobility, Shopping/Errands, Showers, Special Diet, Toileting, Transfers

The background shows a job overview for 'Personal Care Attendant' with a description that has not been entered. The footer contains contact information for Accra Care, Inc. in Minneapolis, MN.

6. Searching for Caregivers - under the Caregivers tab, you will see a list of caregivers that are looking for clients to work with. If you select the tile associated with the name, the job profile for that caregiver will show up. This profile will have information on the caregiver, such as:

- How many hours the employee is looking for
- How far away they are located from the clients address on file
- Languages spoken
- A Biography on the employee and their previous work experience amongst other information.



The screenshot shows the Accra website's 'CAREGIVERS' section. The top navigation bar includes 'HOME', 'TIME ENTRIES', 'RESOURCES', and 'JOBS'. Below this, there are tabs for 'JOB POSTS' and 'CAREGIVERS', with 'CAREGIVERS' being the active tab. A search bar is located at the top left of the main content area, with a red notification icon. To the right of the search bar, it says '16 caregivers found'. On the far right, there are buttons for 'ALL' and 'FAVORITES'. The left sidebar contains filter options for 'HOURS PER WEEK', 'SHIFT TIME OF DAY', and 'LANGUAGE SPOKEN'. The main content area displays a grid of caregiver profiles, each with a name, a brief biography, location, language, and availability. An orange arrow points to the 'Nora' profile. The footer contains contact information and the year 2024.

accra | Job Board Job

HOME | TIME ENTRIES | RESOURCES | **JOBS**

JOB POSTS | **CAREGIVERS**

Apply Search / Filters | 16 caregivers found | ALL | FAVORITES

Type to Search

HOURS PER WEEK

0 - 10Hrs (Part Time) 10 - 20Hrs (Part Time)

20 - 30Hrs (Part Time) 30 - 40Hrs (Full Time)

SHIFT TIME OF DAY

Day Evening Overnight

LANGUAGE SPOKEN

Amharic Chinese English

Hmong Japanese Karen

Korean Laotian Oromo

Russian Somali Spanish

Tagalog Vietnamese

Nora

I have worked as a PCA/DSP provider for about 20 years. My tasks include accompanying clients into the community, laundry, showering/bathing, dressing...

📍 11 miles away 🗣️ English ⌚ Full Time or Part Time

Marina

Hello, my name is Marina and I am looking to find a client to provide PCA services with. I have worked as a PCA since 2009. I am looking for part-time work with a client in t...

📍 11 miles away 🗣️ Russian ⌚ Part Time

Stanley

Hello I have worked for Accra since 2021 with skills in house cleaning, washing clothes, running errands or pick ups. Also highly motivated, good personality and posit...

📍 11 miles away 🗣️ English ⌚ Part Time

Keri

Objective To find part-time employment in the healthCare industry as a personal care assistant or certified nursing assistant while continuing my...

📍 15 miles away ⌚ Part Time

Vanessa

Stephanie

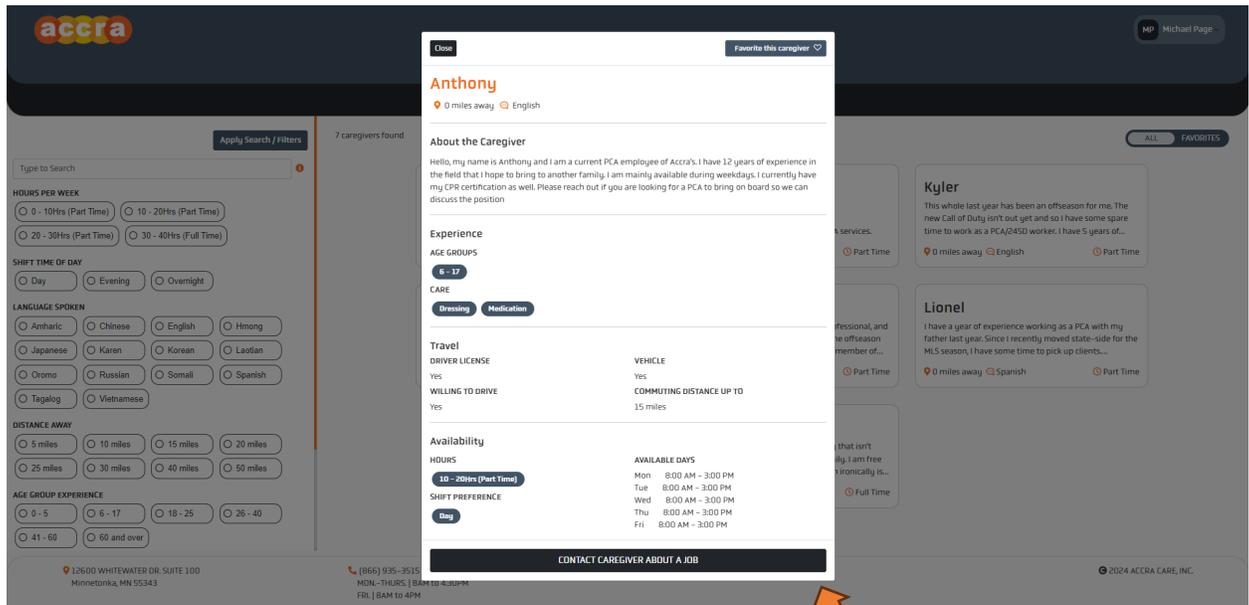
📍 12600 WHITEWATER DR, SUITE 100
Minnetonka, MN 55343

📞 (866) 935-3515
MON-THURS | 8AM to 4:30PM
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- Caregiver Job Post - after you have selected a tile, the caregivers job post will pull up. In this post, the caregiver will have a brief Bio about themselves and their work experience, information on travel preferences, hours and availability.



After reading through the job post, if you are interested in contacting the caregiver to discuss the position, select the "Contact Caregiver About a Job," button at the bottom of the post. This will open a new email draft through your devices default email program/application so you can compose the message.

Please note, when sending an email, the user does not have any context as to what an email is regarding. We ask that you mention you are contacting them about their Accra Job Board post when sending the message.

****Once the message is sent, it will be delivered to the users email inbox so they can respond. If they respond, the message will be sent to your email.**