



## 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.**



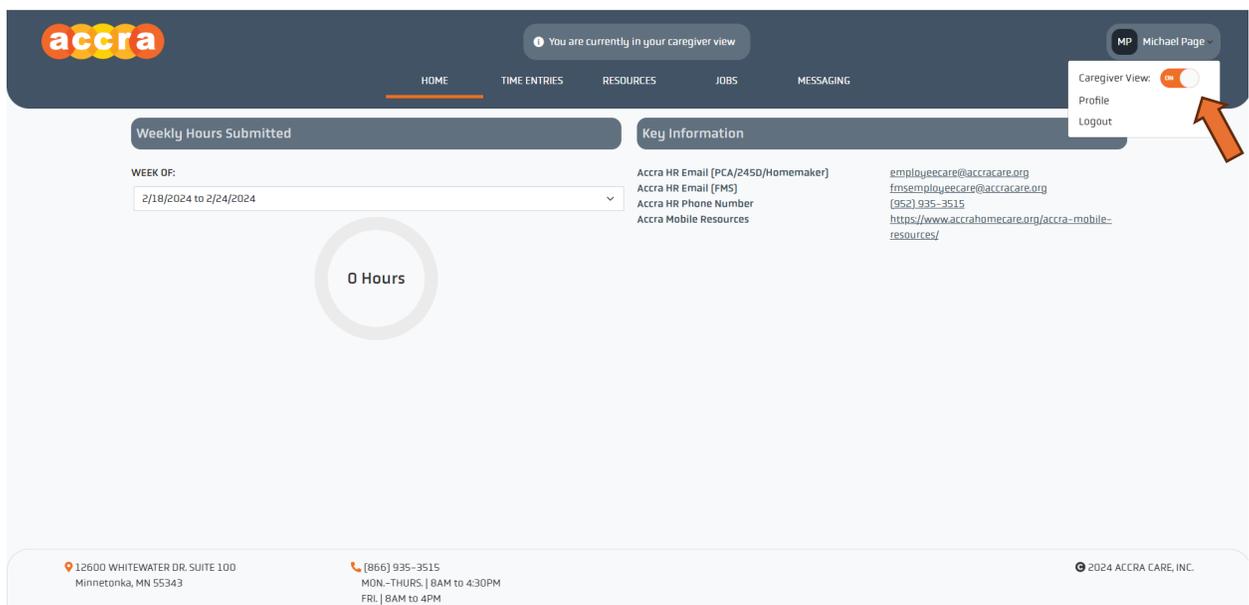
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## Users who are both a Caregiver/Responsible Party

1. Caregiver View - when users who are both a caregiver and Responsible Parties log into the Accra Access Portal, they will see the portal in the Responsible Party view by default. If you wish to view the portal as a caregiver, select your initials at the top right-hand corner and then toggle on the "Caregiver View".



- **Responsible Parties looking for caregivers** - If you are acting in the Responsible Party role and wish to view caregivers and post a profile on behalf of the client, the "Caregiver View", should be turned off.  
**\*\*You will know you are in Responsible Party view if the client's name and ID is listed in the top banner or drop-down menu.**
- **Caregivers looking for clients** - If you are looking for clients as the caregiver or wish to post a profile for other clients to view, you will want to be sure "Caregiver View" is turned on.  
**\*\*After you have turned on the Caregiver View, a banner at the top should appear that reads, "You are currently in your caregiver view."**



## 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.

**accra** Job Board Job [010000] JBJ Job Board Job

HOME TIME ENTRIES RESOURCES JOBS

**Service Agreement Information**

Agreement

Program Effective

**Budget Spending Rate**

[This information is based on validated time sheets processed by Accra.]

**Budget Details**

No Budget Details for Current Agreement

**Program Announcements**

No Current Announcements

**Key Information**

Responsible Party	Job Board Job <a href="mailto:accrajobboard@accracare.org">accrajobboard@accracare.org</a>
Qualified Professional PCA	Support SMG <a href="mailto:suobott.smg@accracare.org">suobott.smg@accracare.org</a>

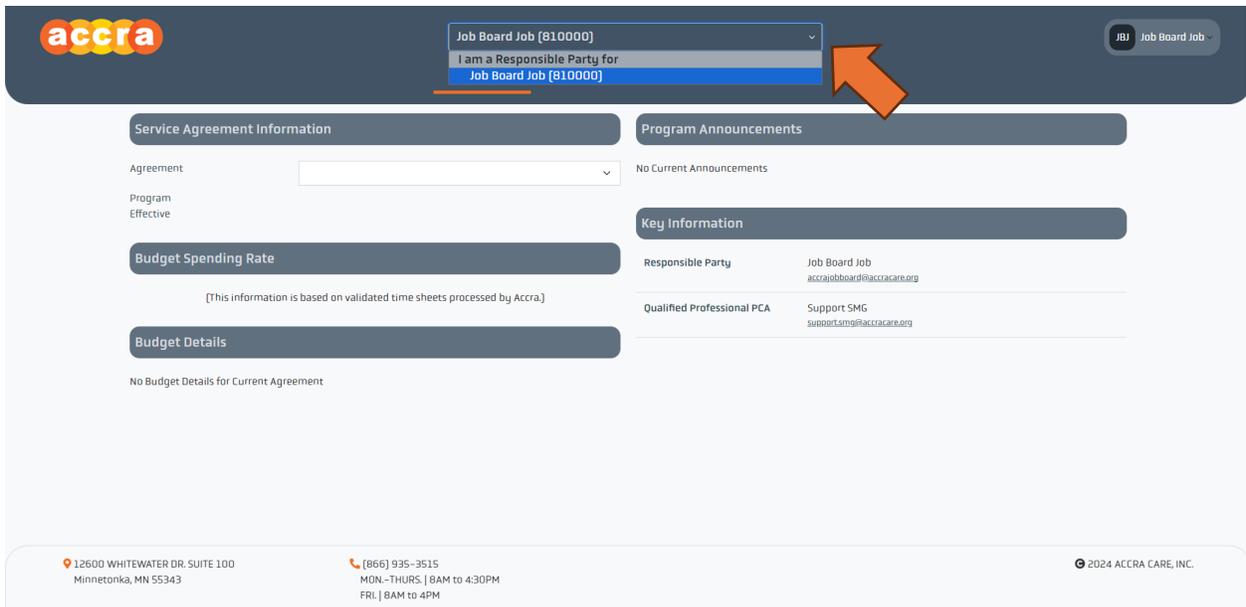
12600 WHITEWATER DR, SUITE 100  
Minnetonka, MN 55343

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

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- 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.**

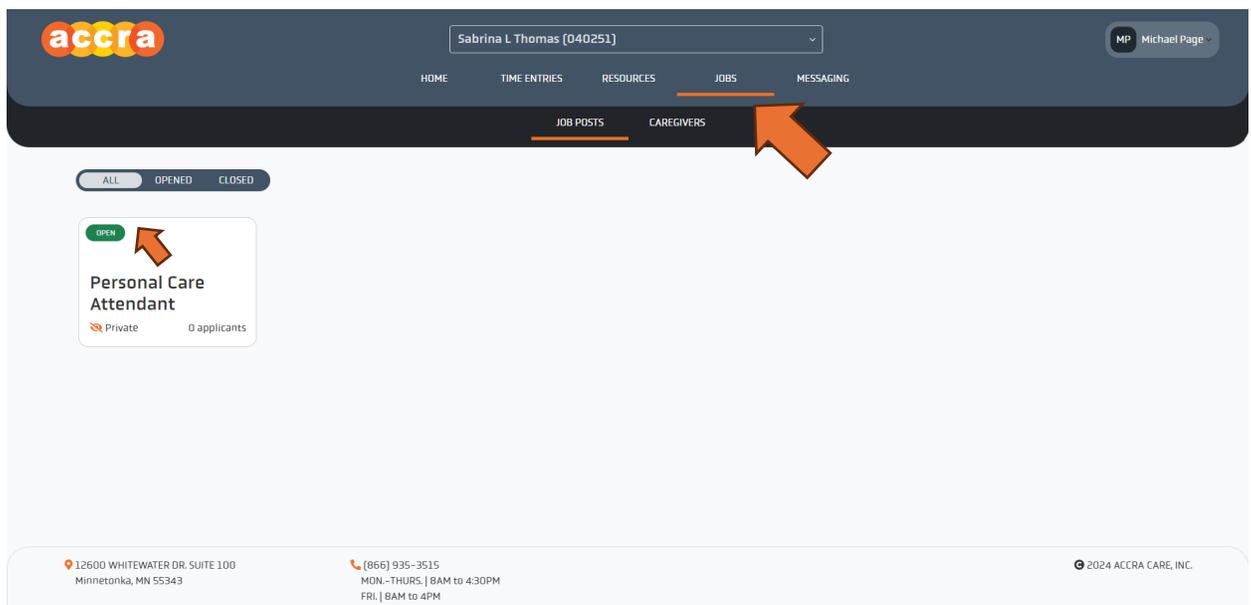


The screenshot displays the Accra Job Board interface. At the top left is the Accra logo. In the top right corner, there is a button labeled "Job Board Job". Below the logo, a dropdown menu is open, showing "Job Board Job (810000)" as the selected option, with "I am a Responsible Party for Job Board Job (810000)" listed below it. An orange arrow points to this dropdown menu. The main content area is divided into several sections: "Service Agreement Information" with a dropdown for "Agreement" and "Program Effective"; "Budget Spending Rate" with a note "[This information is based on validated time sheets processed by Accra.]"; "Budget Details" with the text "No Budget Details for Current Agreement"; "Program Announcements" with the text "No Current Announcements"; and "Key Information" which lists "Responsible Party" as "Job Board Job" with email "accrajobboard@accracare.org" and "Qualified Professional PCA" as "Support SMG" with email "supportsmg@accracare.org". The footer contains contact information: "12600 WHITEWATER DR, SUITE 100 Minnetonka, MN 55343", phone "[866] 935-3515" with hours "MON-THURS. | 8AM to 4:30PM FRI. | 8AM to 4PM", and "© 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.

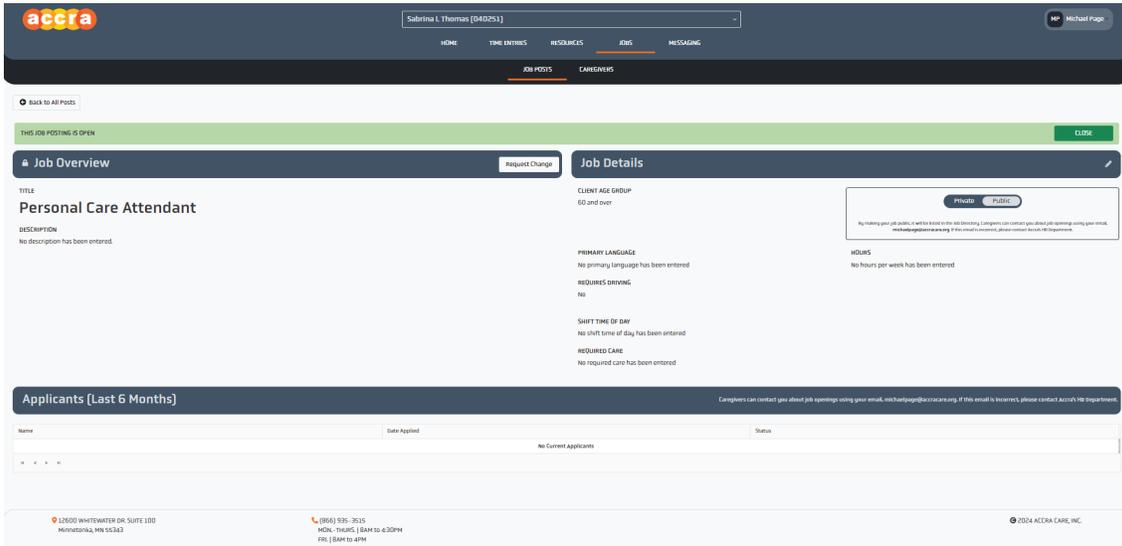
While on this page, you will find tiles for the different services the client has been admitted for. To make a job post public for caregivers to view, select the tile that corresponds to the position you are looking to post.



**\*\*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.**

- 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.



The screenshot shows the Accra web interface for a job post. At the top, there is a navigation bar with the Accra logo, a user profile for Sabrina L. Thomas, and menu items: HOME, TIME ENTRIES, RESOURCES, **JOB POSTS**, and MESSAGING. Below the navigation bar, there are sub-menus for **JOB POSTS** and CAREGIVERS. A green banner at the top of the main content area says "THIS JOB POSTING IS OPEN" with a "CLOSE" button. The main content is divided into two sections: "Job Overview" and "Job Details".

**Job Overview:** The title is "Personal Care Attendant". The description field is empty, with the text "No description has been entered".

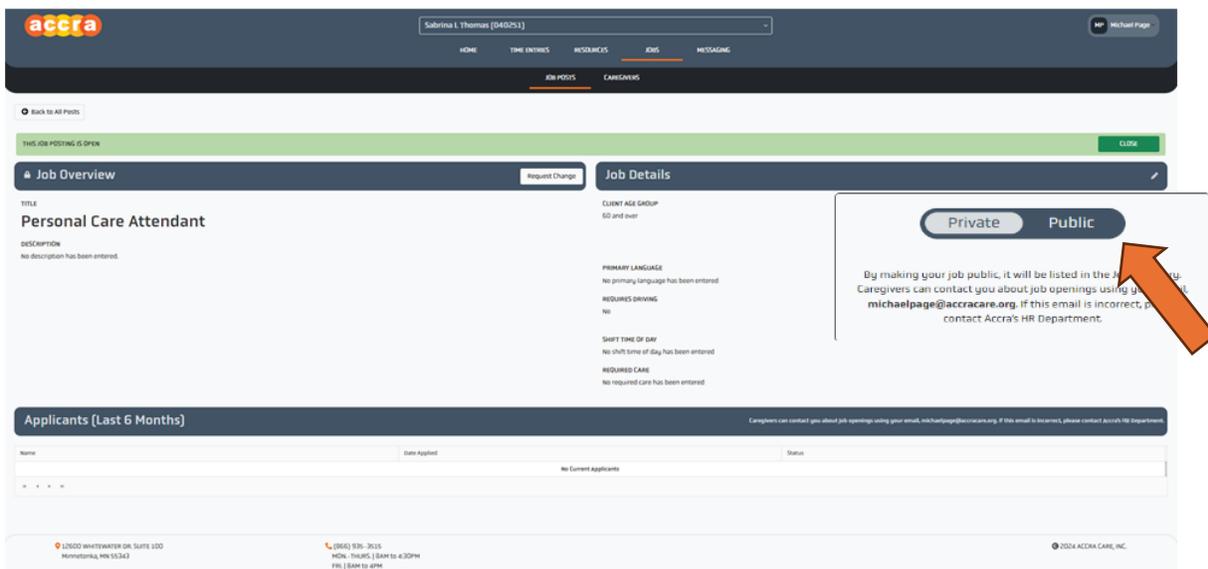
**Job Details:** This section contains several fields:
 

- CLIENT AGE GROUP:** 60 and over
- PRIMARY LANGUAGE:** No primary language has been entered
- REQUIRES DRIVING:** NO
- SHIFT TIME OF DAY:** No shift time of day has been entered
- REQUIRED CARE:** No required care has been entered

On the right side of the "Job Details" section, there is a "Privacy" toggle switch. It is currently set to "Private". Below the toggle, there is a note: "By making your job public, it will be listed in the job board. Caregivers can contact you about job openings using your email, michaelpage@accracare.org. If this email is incorrect, please contact Accra's HR Department." There is also a "Public" button next to the "Private" button.

Below the job details, there is an "Applicants (Last 6 Months)" section. It shows a table with columns for Name, Date Applied, and Status. The table is currently empty, with the text "No Current Applicants" in the center. At the bottom of the page, there is contact information for Accra Care, Inc., including an address in Minneapolis, MN, a phone number (866) 936-3615, and hours of operation (MON - THURS | 8AM to 4:30PM, FRI | 8AM to 4PM).

\*\*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.



This screenshot is identical to the one above, but with an orange arrow pointing to the "Public" button in the privacy toggle section. The arrow originates from the right side of the page and points directly to the "Public" button, highlighting the action that needs to be taken after a job description change is approved.



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.

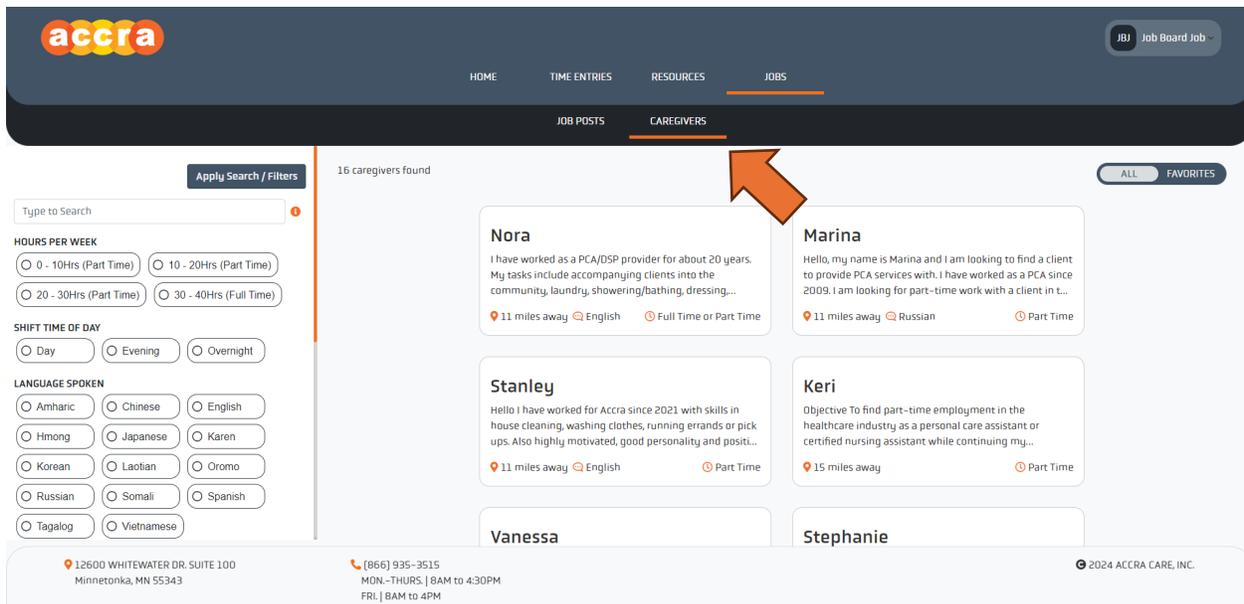
The screenshot displays the Accra web application interface. At the top, the user is logged in as Sabrina L. Thomas (M40251). The navigation menu includes HOME, TIME ENTRIES, RESOURCES, JOBS, and MESSAGING. The main content area shows a 'Job Overview' for a 'Personal Care Attendant' position. A modal window titled 'Edit Job Details' is open, allowing for the following adjustments:

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

The modal also includes a 'Cancel' button and a 'Save Changes' button. A warning message states: 'Any changes made to job details require no review and will be reflected in the job post immediately.' The background shows the job title 'Personal Care Attendant' and a section for 'Applicants (Last 6 Months)'.

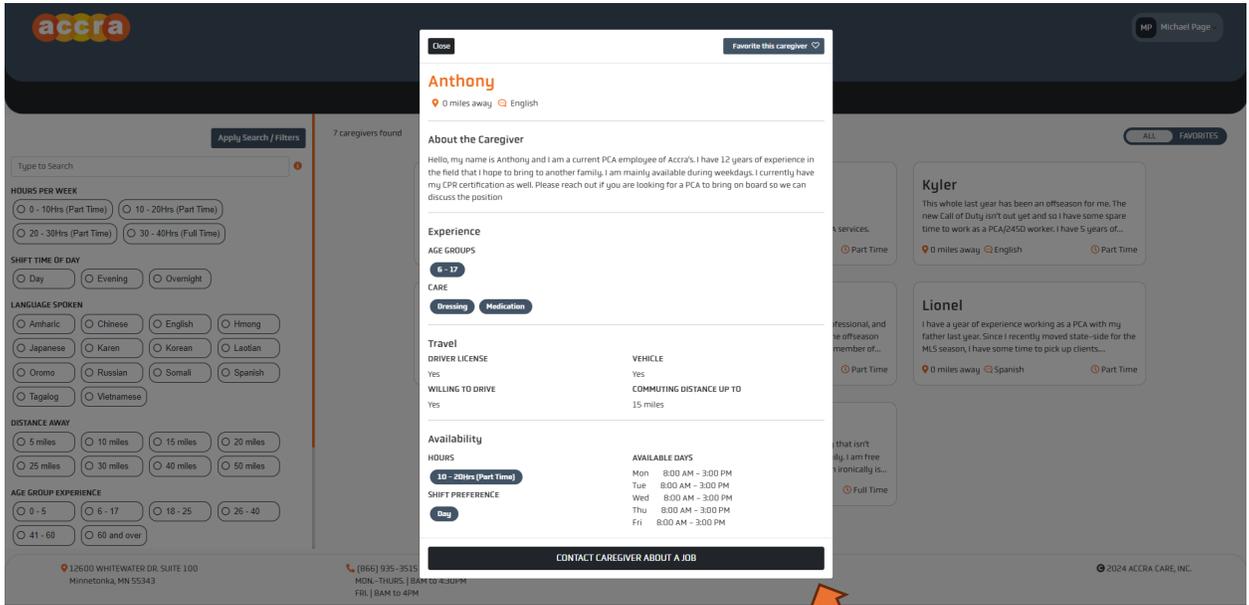
6. Searching for Caregivers - under the Caregivers tab, you will see a list of caregivers that are looking for clients to work with. If you select the tile associated with the name, the job profile for that caregiver will show up. This profile will have information on the caregiver, such as:

- 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 displays the Accra web application interface for finding caregivers. At the top, the Accra logo and navigation menu are visible, with the 'CAREGIVERS' tab highlighted. Below the navigation, a search bar and filter options are present. The filter options include 'Apply Search / Filters', 'HOURS PER WEEK' (0-10, 10-20, 20-30, 30-40), 'SHIFT TIME OF DAY' (Day, Evening, Overnight), and 'LANGUAGE SPOKEN' (Amharic, Chinese, English, Hmong, Japanese, Karen, Korean, Laotian, Oromo, Russian, Somali, Spanish, Tagalog, Vietnamese). The main content area shows 16 caregivers found, with a grid of profile cards for Nora, Marina, Stanley, Keri, Vanessa, and Stephanie. Each card includes the caregiver's name, a brief biography, location (e.g., 11 miles away), and language spoken. An orange arrow points to the 'CAREGIVERS' tab in the navigation menu.

- 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.**



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## 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.

**accra** You are currently in your caregiver view MP Michael Page

HOME TIME ENTRIES RESOURCES JOBS MESSAGING

**Weekly Hours Submitted** Key Information

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

0 Hours

Accra HR Email (PCA/245D/Homemaker) [employee@accracare.org](mailto:employee@accracare.org)  
Accra HR Email (FMS) [fmsemployee@accracare.org](mailto:fmsemployee@accracare.org)  
Accra HR Phone Number (952) 935-3515  
Accra Mobile Resources <https://www.accrahomework.org/accra-mobile-resources/>

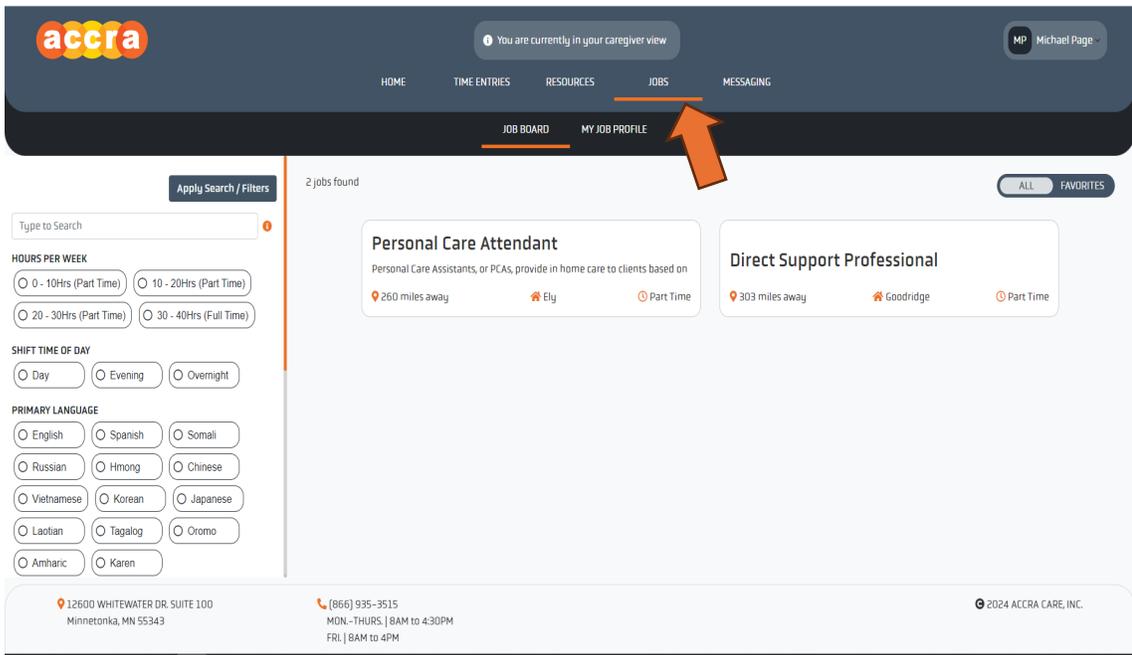
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FRI. | 8AM to 4PM

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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 filter section on the left with options for hours per week, shift time of day, and primary language. The job board displays two job tiles: "Personal Care Attendant" and "Direct Support Professional". The footer contains contact information for ACCRA CARE, INC., including the address, phone number, and hours of operation.



- 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 website's job search interface. On the left, there are various filters for job search, including:

- 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
- PRIMARY LANGUAGE:** English, Spanish, Somali, Russian, Hmong, Chinese, Vietnamese, Korean, Japanese, Laotian, Tagalog, Oromo, Amharic, Karen
- DISTANCE AWAY:** 5 miles, 10 miles, 15 miles, 20 miles, 25 miles, 30 miles, 40 miles, 50 miles
- CLIENT AGE GROUP:** 0 - 5, 6 - 17, 18 - 25, 26 - 40, 41 - 60, 60 and over
- 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 two job tiles. The first tile, 'Personal Care Attendant', is selected and has a detailed pop-up window. The pop-up window contains the following information:

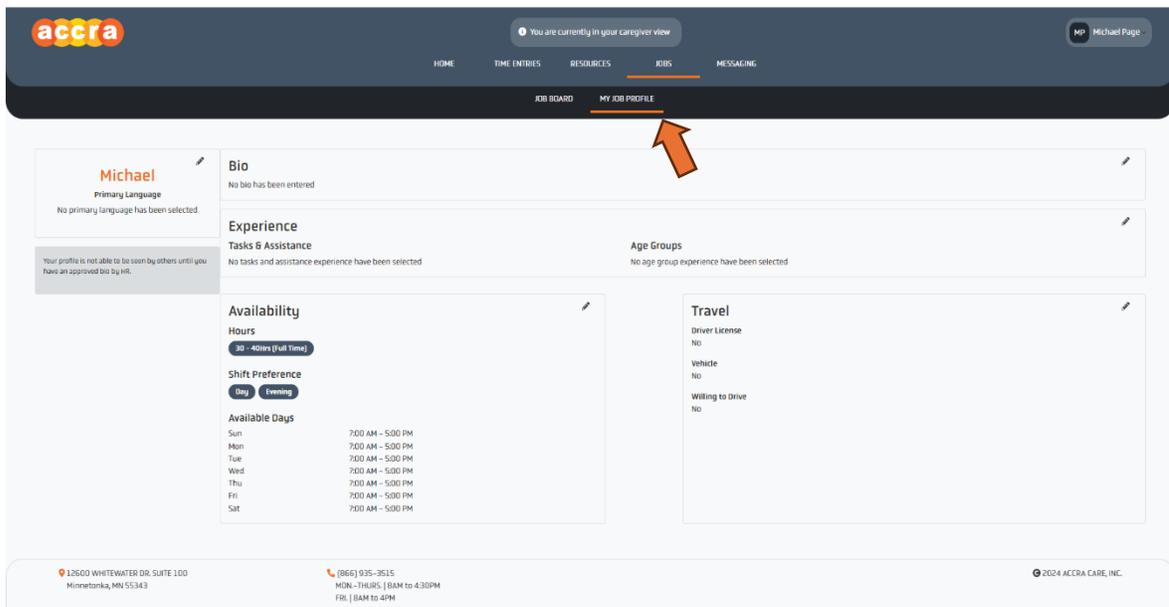
- Job Title:** Personal Care Attendant
- Location:** 260 miles away
- Hours:** 25 hours
- Age Group:** 0 - 5 years old
- Language:** English
- Driving:** Driving Not Required
- Description:** Personal Care Assistants, or PCAs, provide in-home care to clients based on the client's care plan. PCAs can provide assistance with activities of daily living, including help with bathing, grooming, toileting, and behavior.
- Required Care:** First Aid/CPR, Grooming, Mobility
- Action:** CONTACT RP ABOUT THIS JOB

The second tile, 'Direct Support Professional', is located 303 miles away in Coonbridge and is a part-time position.

4. 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.



The screenshot shows the Accra caregiver job profile page for Michael Page. The navigation bar includes HOME, TIME ENTRIES, RESOURCES, **JOBS**, and MESSAGING. Below the navigation bar, there are tabs for JOB BOARD and **MY JOB PROFILE**, with an orange arrow pointing to the latter. The main content area is divided into several sections:

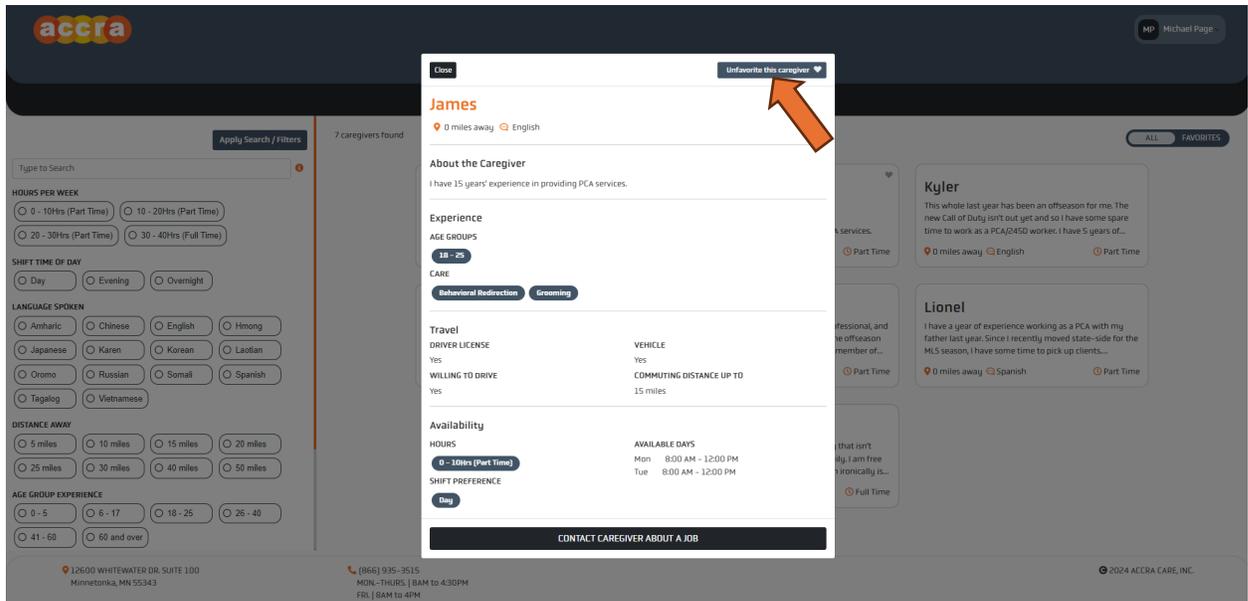
- Michael** (Primary Language): No primary language has been selected. A note states: "Your profile is not able to be seen by others until you have an approved bio by HR."
- Bio**: No bio has been entered.
- Experience**: Tasks & Assistance: No tasks and assistance experience have been selected. Age Groups: No age group experience have been selected.
- Availability**: Hours: 30 - 40 hrs (Full Time). Shift Preference: Day, Evening. Available Days: Sun (7:00 AM - 5:00 PM), Mon (7:00 AM - 5:00 PM), Tue (7:00 AM - 5:00 PM), Wed (7:00 AM - 5:00 PM), Thu (7:00 AM - 5:00 PM), Fri (7:00 AM - 5:00 PM), Sat (7:00 AM - 5:00 PM).
- Travel**: Driver License: No. Vehicle: No. Willing to Drive: No.

At the bottom of the page, there is contact information: 12600 WHITEWATER DR, SUITE 100, Minnetonka, MN 55343; (952) 935-3615; MON-THURS | 8AM to 4:30PM; FRI | 8AM to 4PM; and © 2024 ACCRA CARE, INC.

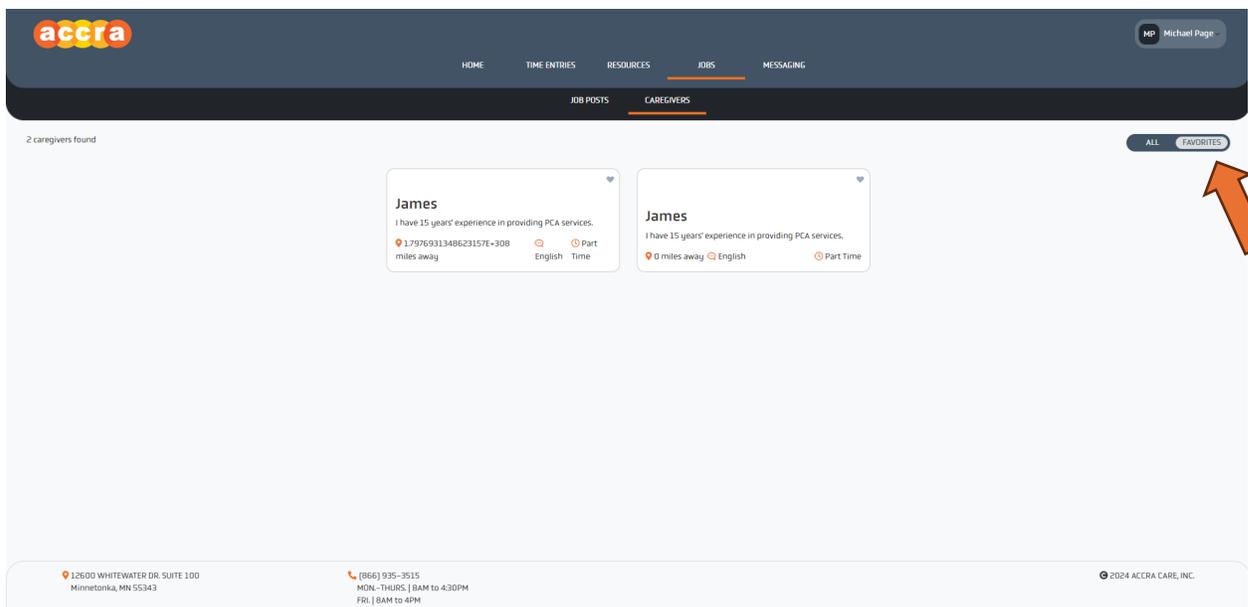
Please note, to create a job profile, you must create a bio to be reviewed by HR. After the bio has been approved by HR, you will receive an email notification. From there, you must log into your Accra Access account, go to the job profile page again, and select the post you created from the table. Once 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.

## Accra Access Portal - Tools

1. Favorites - click on the favorite button located at the top right-hand corner of the caregiver/RP post to save the post for future reference.



After you have saved a post, you will see a list of all your favorite posts by clicking on the favorites toggle in the upper right-hand corner.





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2. Search Filters - users can apply filters to remove listings that do not match the desired criteria when reviewing posts. Select the filter you want to apply and then select, "Apply Search/Filters."

[Apply Search / Filters](#)

**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

**DISTANCE AWAY**  
 5 miles  10 miles  15 miles  20 miles  25 miles  
 30 miles  40 miles  50 miles

**AGE GROUP EXPERIENCE**  
 0 - 5  6 - 17  18 - 25  26 - 40  41 - 60  
 60 and over

**CARE EXPERIENCE**  
 Behavioral Redirection  Dressing  First Aid/CPR  Grooming  
 Housekeeping  Meal Prep  Medication  Mobility  
 Shopping/Errands  Showering  Special Diets  Toileting  
 Transfers



## Frequently Asked Questions (FAQ)

### **How will I be notified if someone contacts me through my job post/profile?**

If someone is interested in discussing a position, they will have the option to send an email to the Responsible Party/Caregiver. That email is sent to the users email address on file.

**Responsible Parties: If you do not see the service for which you intend to post** - Contact our client services department at: (952) 935-3515 to discuss getting services started.

### **Found a client/caregiver you are interested in working with?**

Have the clients' Responsible Party contact our Human Resources department at: (952) 935-3515, with the candidates First/Last name along with their email address so we can verify the employee is cleared for the appropriate service and/or to establish a connection between the employee and client.

### **Resources:**

For more information on the several types of services offered through Accra, click here:

**PCA:** <https://www.accrahomecare.org/services/getting-started/pca-choice/>

**245D:** <https://www.accrahomecare.org/services/getting-started/245d-waivered-services/>

**FMS:** <https://www.accrahomecare.org/services/getting-started/financial-management-services/>

**Troubleshooting** - contact Accra via email with any issues you experience while using the job board at: [AccraJobBoard@AccraCare.org](mailto:AccraJobBoard@AccraCare.org).