



CONNECTICUT ASSOCIATION OF
SCHOOL-BASED HEALTH CENTERS

Healthy Kids Make Better Learners

The CT Association of School-Based Health Centers

Job Board Information and Guidelines

The CT Association of School-Based Health Centers (CASBHC) is relaunching the School-Based Health Job Listings Board in Connecticut. The Job Board is intended to expand your benefits as a member of the Association and provide you with access to qualified and licensed healthcare professionals. CASBHC members are eligible for discounted pricing when posting positions on the site! With recent expansions and growth of Connecticut school-based health center programs, CASBHC is working to meet the high demand for school-based health personnel to fill open positions with the shared goal of serving more students. The CASBHC Job Listings Board is restricted to available healthcare or administrative positions in school-based health centers in Connecticut.

Benefits of posting your position on the CASBHC Job Board:

- Increase the visibility of your open positions.
- Job postings are included in the monthly CASBHC newsletter.
- Job bank is promoted on the homepage of CTschoolhealth.org.
- CTschoolhealth.org has hundreds of visitors a month.
- The CASBHC website has excellent search engine optimization.

Pricing:

SBHC Organizational Members

\$200 for one (1) job posting for 90 days

Affiliate Members

\$225 for one (1) job posting for 90 days

Non-Member

\$250 for one (1) job posting for 90 days

Guidelines:

This information is provided to assist you in preparing and posting a job announcement on the school-based health center job listing in Connecticut at www.ctschoolhealth.org. Listing a position with the Connecticut Association of School-Based Health Centers constitutes an acceptance of these terms. Jobs are posted directly to the job listing only after payment is received.

Job listings must:

- Be for a position that is expected to be filled within 90 days.
- Comply with employment-related laws.
- Identify the listing company name. It is the employer's responsibility to provide contact information so that job seekers can apply directly and abide by these guidelines as well as all applicable laws and regulations.

*If you have any inquiries or concerns, please contact Melanie Wilde-Lane, CASBHC Executive Director.
Email: MelanieWilde-Lane@ctschoolhealth.org or call: 203-230-9976*

- iv. Be located within the State of Connecticut AND with an employer who:
 - a. currently has a school based health center location to which workers who are legally entitled to work in the United States may be referred for employment, and which proposes to employ a worker; and
 - b. has an employer relationship with respect to employees as indicated by the fact that the employer hires, fires, pays, supervises, and otherwise controls the work of the employee.

Association staff may, with or without notice, remove a listing from the website if it is determined to violate these guidelines or any federal or state laws. **A job listing will be removed from the website if it is determined that:**

- i. The job seeker is charged an application or referral fee to be considered for employment (*Note: Required costs for entering a profession, such as licenses or union dues that are a condition of employment, or the required use of personal property must be clearly stated on the job listing.*)
- ii. The Job specifications are discriminatory based on race, creed, color, sex, marital status, age, religion, national origin, sexual orientation, or physical, sensory, or mental disability unless supported by a federal or state law or by a Bona Fide Occupational requirement.
- iii. The listing:
 - a. contains illegal, offensive, or unsuitable content.
 - b. is vague, redundant, out of date, or inappropriate for some other reason as determined by our staff or by complaints from users of the website.
 - c. is for recruitment into the Armed Services.
 - d. is for a position that is vacant because of a strike, employees have been locked out, or when the filling of the job opening is otherwise an issue in a labor dispute involving a work stoppage.

A private employment agency or other entity, including a union that recruits and refers jobseekers to other employers may post job openings as long as the job listing states: "This position is listed by a private employment agency. The agency is not the legal employer; it is recruiting for the actual legal employer. No fee will be charged to the job applicant." Or "This position is listed by a union, not the legal employer. No fee will be charged to the job applicant."

State, county, city, and similar civil service opportunities can be listed on the Association job board if the employing unit is reasonably certain of filling a bona fide job opening within the next 90 days. Training or work experience opportunities must not be listed on the job board.

The names and personal information of center job seekers shall not be used to build up lists for marketing purposes or possible future use. Job listings are allowed only for specific jobs open for direct hire within 90 days of the posted date. Use of personal information to contact job seekers for any non-employment-related purpose is expressly prohibited.

Please Send Payment by:

PayPal: paypal.com/paypalme/CASBHC1 Venmo: venmo.com/u/CASBHC

Check: Connecticut Association of School Based Health Centers
Attention: Job Board
53 Oak Street Hartford, CT 06106

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