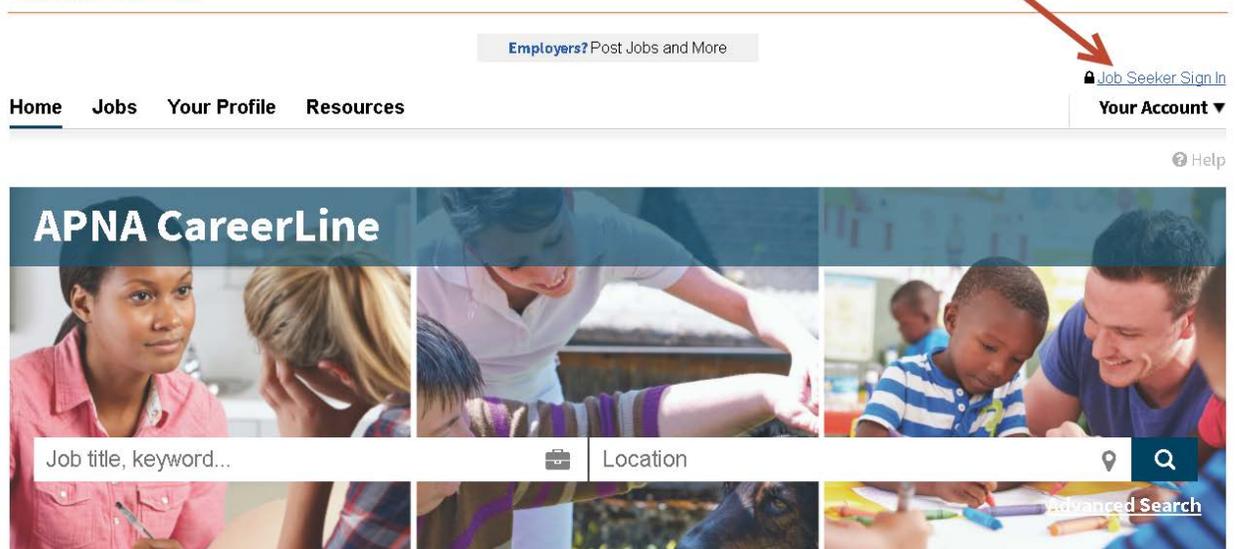




Job Seeker Login and Resume Submission Instructions

1. Welcome to the American Psychiatric Nurses Association Career Center (careers.apna.org). To login click on “Job Seeker Sign In”.

CAREER CENTER



2. You will be taken to APNA’s login page. Here you will prompted to enter your Username and Password. If you are an APNA member or already have an account with APNA, use your same log in information to log in here. Information from your profile will automatically transfer into your job seeker profile.

If you are a new user click “a new visitor to the site without an account”.

AMERICAN PSYCHIATRIC NURSES ASSOCIATION

Please log in below.

I am:

- an APNA member or a nonmember with an existing account a new visitor to the site without an account

Username: *

Password: *

Proceed

[Reset password](#)

3. On the following page you will be prompted to fill out your contact information. Once completed you will then be taken back to the job search page on the Career Center.

AMERICAN PSYCHIATRIC NURSES ASSOCIATION

Please log in below.

I am:

- an APNA member or a nonmember with an existing account a new visitor to the site without an account

*** = Required information**

Enter your e-mail address *	<input type="text"/>	(Your email address will be your username.)
Re-enter your e-mail *	<input type="text"/>	
Create Password *	<input type="text"/>	
Create Password (validate) *	<input type="text"/>	
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Title	<input type="text"/>	
Company	<input type="text"/>	
Address *	<input type="text"/>	

4. To complete your profile and to upload any documents click on "Your Profile".

Overview Jobs **Your Profile** Resources Your Account ▾

Help

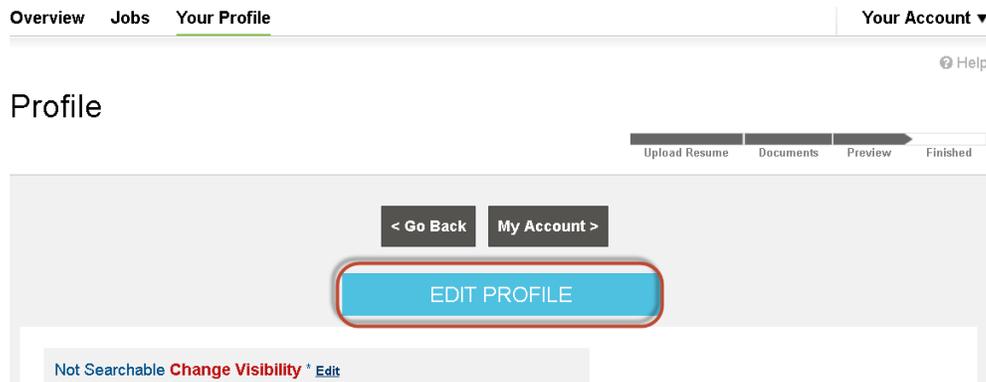
Search Browse Explore Your Job Alerts Your Saved Jobs

Keywords SEARCH JOBS ▾

494 JOBS Sort By Newest ▾

Senior Patient Safety and Risk Consultant (Telework Position) MedPro Group	Seattle, Washington Today	 ★
Nurse Practitioner (ARNP) - HPH Hospice -Hudson, New Port Richey,	Hudson, Florida	

5. Click on “Edit Profile”.



6. You will be prompted to enter any missing data. Click “Save and Continue” after entering data on each page until you come to the page where you can upload documents.

Fields marked * are required

*** Profile Visibility**

Public: Make my profile and any documents I select searchable.

Confidential: Make only my profile searchable and keep my contact information hidden.

Private: Do not make my profile searchable.

Your Documents

You may select which documents are visible to employers.

Searchable documents are not allowed if you choose to keep your contact information hidden or you do not make your professional profile searchable. (See Above)

Upload Documents

You will be able to select which documents you would like to make searchable.

No File Selected

Files must be 2MB or less. You may upload up to 5 files. **Allowed document types.**

7. You can now choose your profile visibility and choose the file(s) that you would like to upload.
- Your profile will default to “Private” meaning that only you can view your profile. If you would like to be searchable by employers you can select either “Public” or “Confidential”.
 - “Public” will allow an employer to see your full profile, including contact information and any documents you have uploaded, such as resume and cover letter.
 - “Confidential” will only make your name searchable, but your contact information and documents will not be shared.
 - We recommend you make your profile “Public” to give yourself optimal visibility to employers.

8. Once every page has been completed make sure to press “Apply Changes”.

Profile

Upload Resume Documents Preview Finished

! Your changes will not be saved until you click on the Apply Changes button.

Previous Step Apply Changes >

EDIT PROFILE

9. Once you have uploaded your resume and changed your visibility, you can now search jobs. When you find the job you would like to apply to, you can add your document to the job application in the side application field.

Provide clinical risk management education and consulting services for the insured client base of **MedPro Group**.

- Provide content for new and ongoing CRM informational products and services
 - Perform CRM education seminars on a regular basis
 - Provide CRM consultations for insureds as needed, both medical, dental, healthcare professionals and facility-based clients
 - Identify ways to leverage risk expertise & industry knowledge to provide a marketing advantage
 - Assist the GTM team members to address customer specific CRM needs
 - Assist in the development of new and maintaining existing business by engaging with customers and associates
 - Develop relationships that will strengthen ties with customers or prospects
 - Organize, plan and execute on-site (or phone) reviews of customers/prospects
-
- Degree and/or experience in a clinical nursing area
 - CPHRM designation desired
 - Quality Training a plus
 - Telework

NOTES:
Telecommuting is allowed.

Apply Now

MedPro Group
a Division of Halliburton company

Message To Employer...

Attachments:
Please include your resume and up to two additional documents.

Use Saved OR Add File

APPLY NOW

10. While conducting your search, you will have the option to create job notifications for each search you conduct.

- a. When you have selected your criteria and clicked “Search Jobs”, you will see a button prompting you to create a Job Alert email.
- b. This email will be sent to you daily with jobs that match the specific search criteria that you selected in your search.
- c. You can create as many Job Alerts as you would like. To remove yourself from the job alert, there will be a prompt on the bottom of the job alert email, which you can select and it will remove you from that particular alert.

[Search](#) | [Browse](#) | [Explore](#) | [Your Job Alerts](#) | [Your Saved Jobs](#)

Keywords Location (1) [SEARCH JOBS](#)

Sector Discipline

Type (1) State/Province

Level

28 JOBS IN CALIFORNIA Sort By Newest

Kate, get Job Alerts for this search by email.

[Email Me Job Alerts](#)

Example Job Alert: Jobs

Physician Southern California - \$10,000 sign-on bonus US - CA - Taft
 Yesterday

You received this email because you created a Job Alert at Network.

[Unsubscribe from this Job Alert](#)
[Manage all Job Alerts \(requires Sign In\)](#)

11. While searching for jobs you can also save jobs that interest you to review later. Once you click into the job you are interested in there will be a gray star that you can select. This will add your job to the "Your Saved Jobs" tab.

[Search](#) | [Browse](#) | [Explore](#) | [Your Job Alerts](#) | [Your Saved Jobs](#)

[Return to Search Results](#) [Next Job >](#)

Staff Nurse I RN, Psychiatric, St Marys Chicago

Presence Health



Requisition ID: 36635

Location: Presence St Mary Chicago

Location Address:
 2233 West Division Street, Chicago, IL 60622 United States (US)

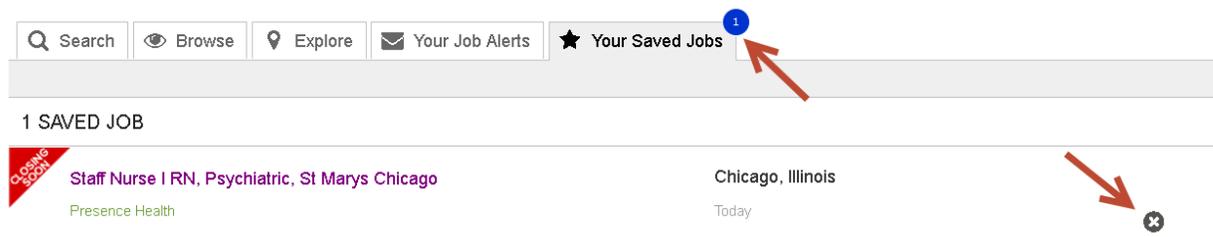
Daily Hours: 8
Standard Hours: 40

Apply Now

CONTINUE TO APPLICATION 

By using this feature you agree to our [Terms and Conditions](#) and [Privacy Policy](#).

12. A blue number will appear with the amount of saved jobs in that tab. You can always delete your saved jobs by entering the tab and clicking on the “x” next to the job.



Saved jobs will no longer appear in your list once they have been closed.

If you have any additional questions please contact Customer Service at 1-888-491-8833 or shoot us an email at: customerservice+982245@support.boxwoodtech.com.