



Milwaukee Chapter
P.O. Box 293
Waukesha, WI 53187-0293
414-861-CMSA

Policy #: 2007-02

Date: 7/17/2007

Policy: Posting of Jobs on the CMSA-Milwaukee Chapter Website

Policy:

The CMSA-Milwaukee Chapter provides written guidelines pursuant to the use of our website and newsletter for the purpose of posting available jobs. All parties requesting a job posting on the CMSA-Milwaukee Chapter website are subject to the terms:

- CMSA-Milwaukee Chapter members and CMSA-Milwaukee Chapter Corporate members are allowed to post job openings at additional charge.
- CMSA-Milwaukee Chapter-only member requests are posted for an initial fee of \$100.00 for thirty days.
- Non-member requests are posted for a fee of \$150.
- Fees are payable in advance by check.

Purpose:

The purpose of this policy is to provide a value-added benefit for CMSA-Milwaukee Chapter members and CMSA-Milwaukee Chapter Corporate members, as well as to enhance the membership benefits for organizations to consider joining CMSA-Milwaukee Chapter as Corporate Sponsors. Job postings are available for viewing by all website visitors.

Procedure:

Posting time limit

Website

- Job postings are maintained on the CMSA-Milwaukee Chapter website for a period of thirty calendar days. After thirty calendar days, Job postings will be removed from the website.
- Members and Chapter Sponsors may request a thirty day extension of the original posting.
- CMSA-Milwaukee Chapter-only member organizations that wish to extend the posting period are allowed an additional 30 days free of charge.
- Non-members may request an extension of the original posting period payable in advance by check.
- It is the responsibility of the posting organization to request the extension.

Submission and Review Process:

Job postings should be submitted for review to the Administrative Assistant of CMSA-Milwaukee Chapter. Text and format will be edited to ensure conformity to CMSA-Milwaukee Chapter website standards and space restrictions. Website job postings can be submitted at any time.

Content:

Job postings should be limited to 200 words or less in length and be descriptive of a specific position, its responsibilities, and required qualifications. Contact information for interested candidates should be clearly noted at the end of the posting. Advertisements are subject to editing to conform to guidelines and space limitations.

Sample Posting:

Clearly note the job title, hours, and location in the title line. This is followed by a brief synopsis of the position, responsibilities, and required education, certification, and/or skills.

Care Coordinator – 40 hours/wk – Milwaukee, WI

Responsibilities: Discharge planning, utilization review, and quality screening for patients in the acute care setting of an acute care facility. Solid problem solving skills and demonstrated ability to work with patients, families, and physicians. Must be able to work collaboratively with other healthcare professionals.

Qualifications: RN with current Wisconsin license, five to seven years of medical-surgical experience including at least one year of discharge planning or home care. Case management certification preferred. Previous use of UM criteria set(s) preferred. Demonstrated communication skills, strong work ethic, and ability to work well in a team environment are required. Please contact Rhonda Recruiter at xxx-xxx-xxxx or by email xxx@xxx.com for additional information.

Signed off: Mary Woodburn Date: 7/17/2007
Mary Woodburn, CMSA-Milwaukee Chapter 2007