

*Case Management Society of New England*

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Policy # 22-02

Revision date: 11/30/17

Policy: Posting of Jobs on the CMSNE website
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**Policy:**

The Case Management Society of New England (CMSNE) provides written guidelines pursuant to the use of our website for the purpose of posting available jobs. All parties requesting a job posting on the CMSNE website are subject to the terms

- CMSNE members and CMSNE corporate sponsors are allowed to post job openings at no additional charge.
- CMSA-only member requests are posted for an initial fee of \$50 for thirty days, with an additional consecutive month's posting free of charge.
- Non-member requests are posted for a fee of \$175 per initial thirty day posting, with an additional consecutive thirty day posting for \$50.
- Postings submitted with multiple job openings with incur a tier fee level. Additional fee of \$25 for each additional job included in one posting. This fee level will be applied to CMSA only member and Non-member rates.
- Fees are payable in advance by check or credit card, unless prior agreements have been made with the Chapter office.

**Purpose:**

The purpose of this policy is to provide a value-add for CMSNE members and CMSNE corporate sponsors, as well as to enhance the membership benefits for organizations to consider joining CMSNE as corporate sponsors. Job postings are available for viewing by all website visitors.

**Procedure:**

Posting time limit Website

- Job postings are maintained on the CMSNE website for a period of 30 calendar days. Postings on the website for thirty days will be removed.
- A link to the current job postings will be provided in the next available issue of *The Facilitator*.
- Members and corporate sponsors may request a thirty day extension of the original posting.
- CMSA-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 or credit card, unless prior agreements have been made with the Chapter office.
- 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 Executive Director of CMSNE. Text and format will be edited to ensure conformity to CMSNE website standards and space restrictions. Website job postings can be submitted at any time.

**Content:**

Job postings should be limited to 250 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 – Boston, MA**

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 Massachusetts 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 M<sup>S</sup> Clintock R.N., M.S.W., C.C.M.  
Mary McClintock, President 2017-19

Date: 1/1/18