



Providence Living

Honouring every life story

Date: March 6th 2023

To: All Staff – Providence Living Society

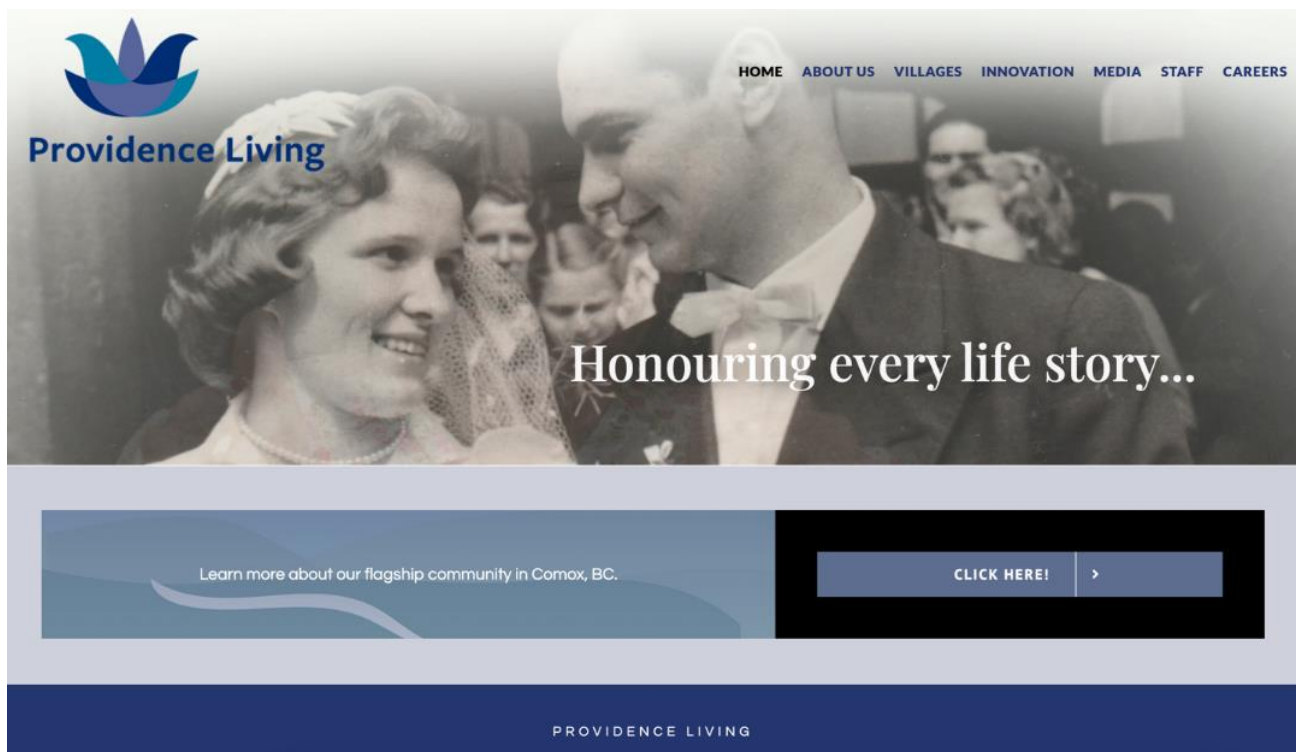
From: Kriti Chopra, Manager Human Resources

Re: Memo – New process when applying for jobs

PLS is taking the job application process online. In this memo, we will share with you how to apply for jobs online through our website.

Additionally, we have created an instructional video, which will walk you through this process: <https://youtu.be/SL1rDJQ0Xfw>

Welcome to the new Home Page! <https://providenceliving.ca/>





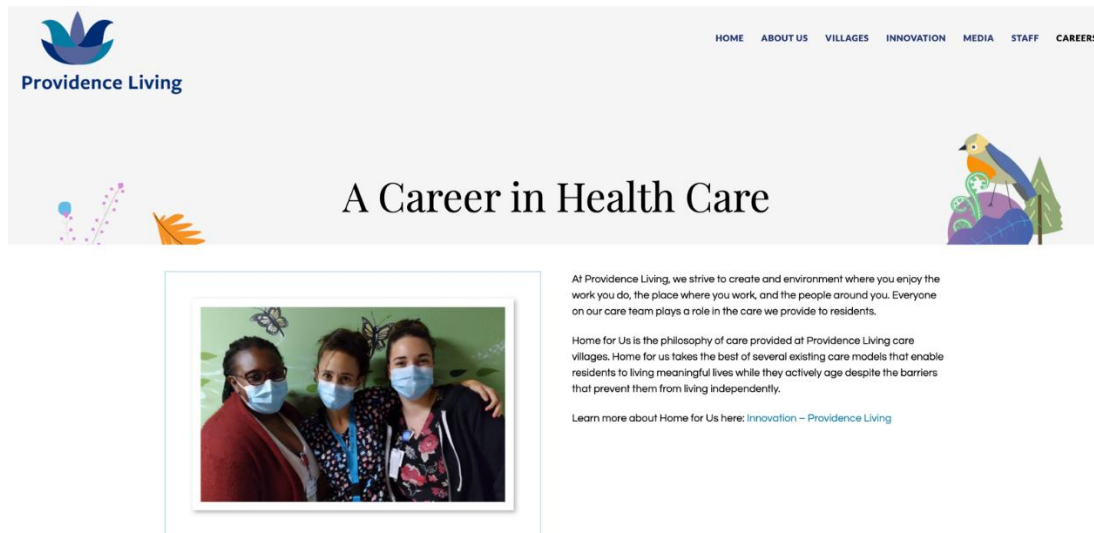
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Applying for Jobs

Select the Careers tab in the upper right corner for job information.

<https://providenceliving.ca/careers/>



Scroll down to see the “How to Apply” and “Available Positions” sections. The Views positions will be listed under “Comox”, and Central City Lodge and Cooper Place positions will be posted under “Vancouver”.

Available Positions

Comox

- Nursing
- Care Aide
- Activities/Rehab
- Support Services - Dietary
- Support Services - Housekeeping
- Maintenance
- Clerks
- Creative Therapies
- Non-Contract

Vancouver

- Nursing
- Care Aide
- Activities/Rehab
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Select the desired drop-down menu to see the available job postings for that specialty. Click on the hyperlink of the desired job posting to access the PDF job posting information.

⌵ Nursing

⬆ Health Care Aide

HEU HCA Casual EXTERNAL

Download detailed posting: [PDF Casual Resident Care Aide The Views 2020](#)

HEU HCSW (Up to 10 Positions) Regular Full Time/Part Time
INTERNAL/EXTERNAL 074H22

Download detailed posting: [HEU 074H22](#)

HEU HCA Regular Part Time INTERNAL/EXTERNAL 119H22

Download detailed posting: [HEU 119H22](#)

HEU HCA Regular Part Time INTERNAL/EXTERNAL 120H22

Download detailed posting: [HEU 120H22](#)

HEU HCA Temporary Full Time INTERNAL/EXTERNAL 004H23

Download detailed posting: [HEU 004H23](#)

HEU HCA Regular Part Time INTERNAL/EXTERNAL 005H23

Download detailed posting: [HEU 005H23](#)

HEU HCA Regular Part Time INTERNAL/EXTERNAL 006H23

Download detailed posting: [HEU 006H23](#)

HEU HCA Temporary Part Time INTERNAL/EXTERNAL 007H23

Download detailed posting: [HEU 007H23](#)

HEU HCA Temporary Part Time INTERNAL/EXTERNAL 008H23

Download detailed posting: [HEU 008H23](#)

HEU HCA Temporary Full Time INTERNAL/EXTERNAL 009H23

Download detailed posting: [HEU 009H23](#)



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To access Internal and External Job Application Forms see the “How to Apply” section. By selecting the External Application Form or Internal Application Form tab it will open the PDF form to fill out for all job applications.

How to Apply

When you find a position of interest, where your qualifications meet the education, work experience and skill requirements, you can apply for the posting using either an INTERNAL or EXTERNAL Application form (attaching your resume when applicable). Internal applications must be received prior to the posting close date to be provided first consideration over external candidates.

Download the EXTERNAL application form (4 pages)

 [EXTERNAL APPLICATION FORM](#)

Download the INTERNAL application form (1 page).

 [INTERNAL APPLICATION FORM](#)

To submit your application, download, fill in and email to HR@providenceliving.ca.

We do not accept applications by FAX.



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How to Submit Posting Applications Online

Download the application form from our website <https://providenceliving.ca/wp-content/uploads/2023/02/Internal-Application-Form-Fillable-1-1.pdf>

Fill it out on a mobile device/computer.

Then email the filled out and signed application to hr@providenceliving.ca

OR

a. Take a photo of the form and email it to hr@providenceliving.ca

b. OR Scan it using one of the scanners in the facility and email it to hr@providenceliving.ca

Kind Regards,

Kriti