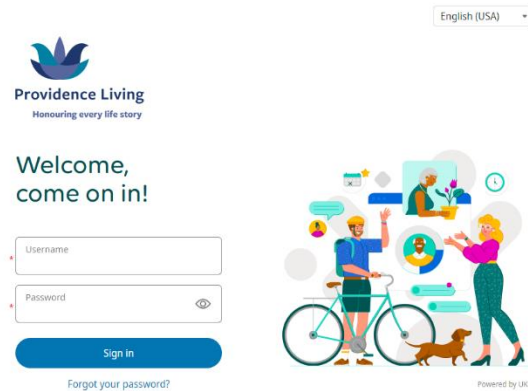




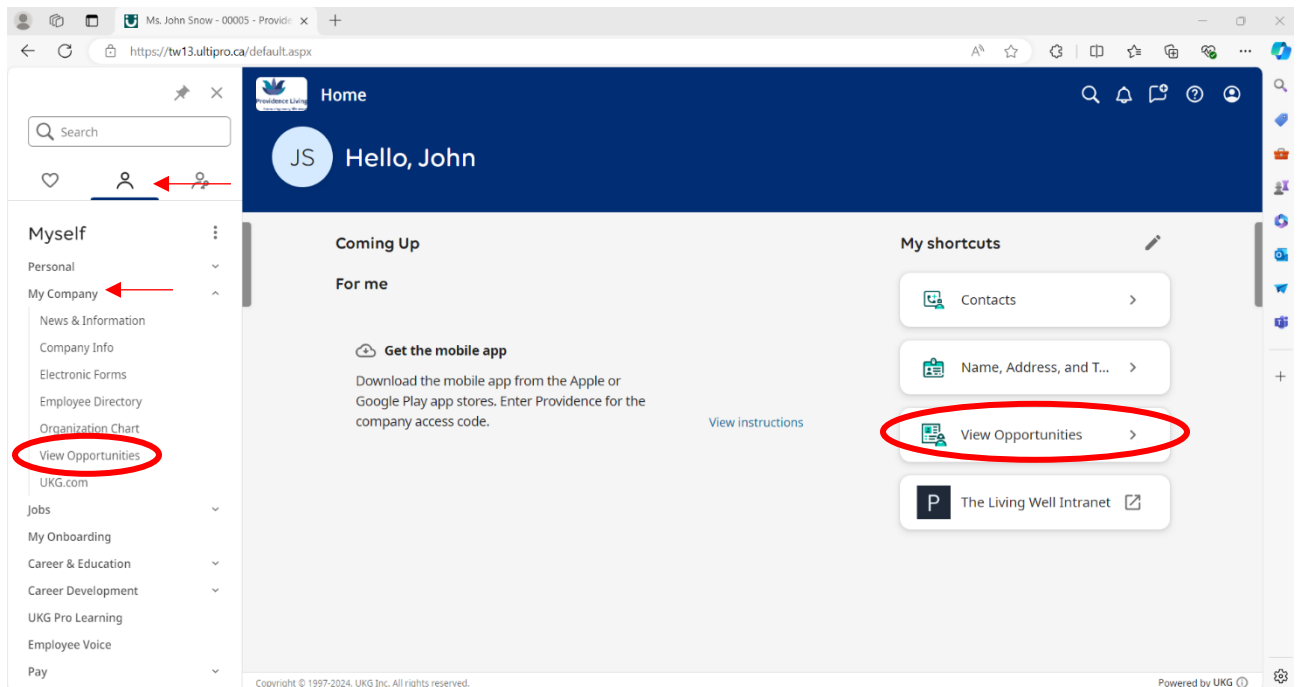
Providence Living – Applying for Jobs in UKG

Applying as an internal Providence Living Applicant:

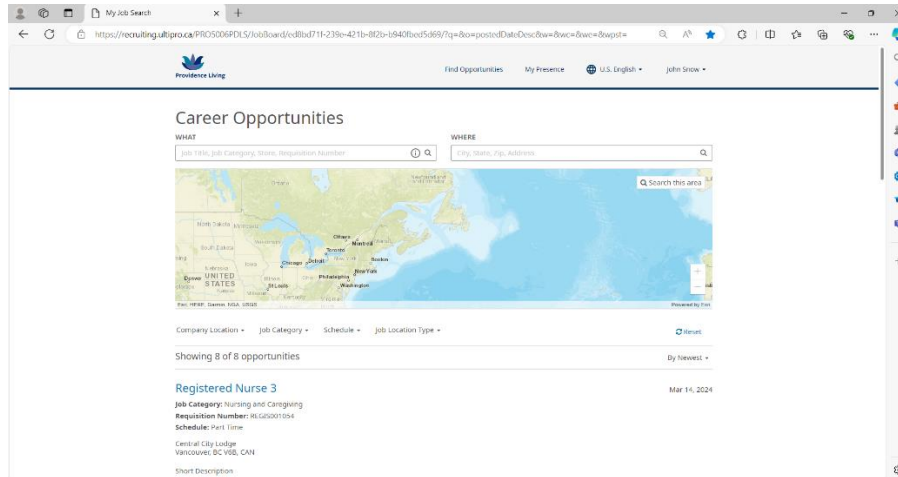
1. Go to <https://tw13.ultipro.ca/Login.aspx?ReturnUrl=%2fdefault.aspx> and enter your work email address under User Name, and enter your password.
 - a. If you have forgotten your password, please refer to the UKG Password Reset Guide.



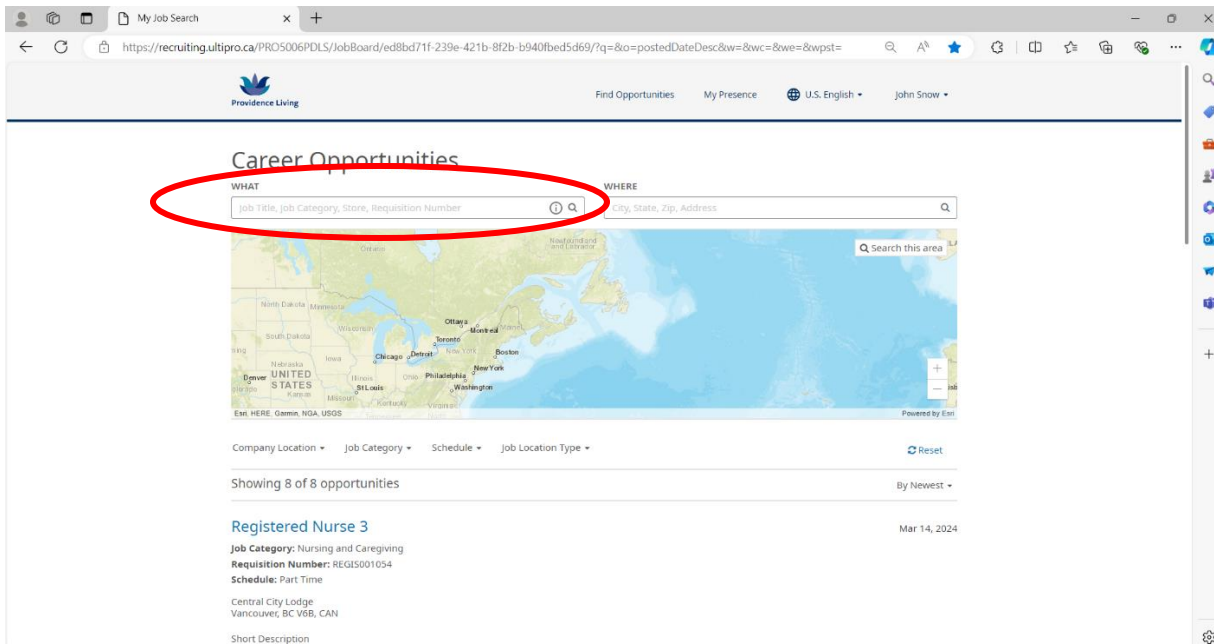
2. Once you have logged into UKG, click **View Opportunities**. This can be found under **My Shortcuts** and under **Myself > My Company**



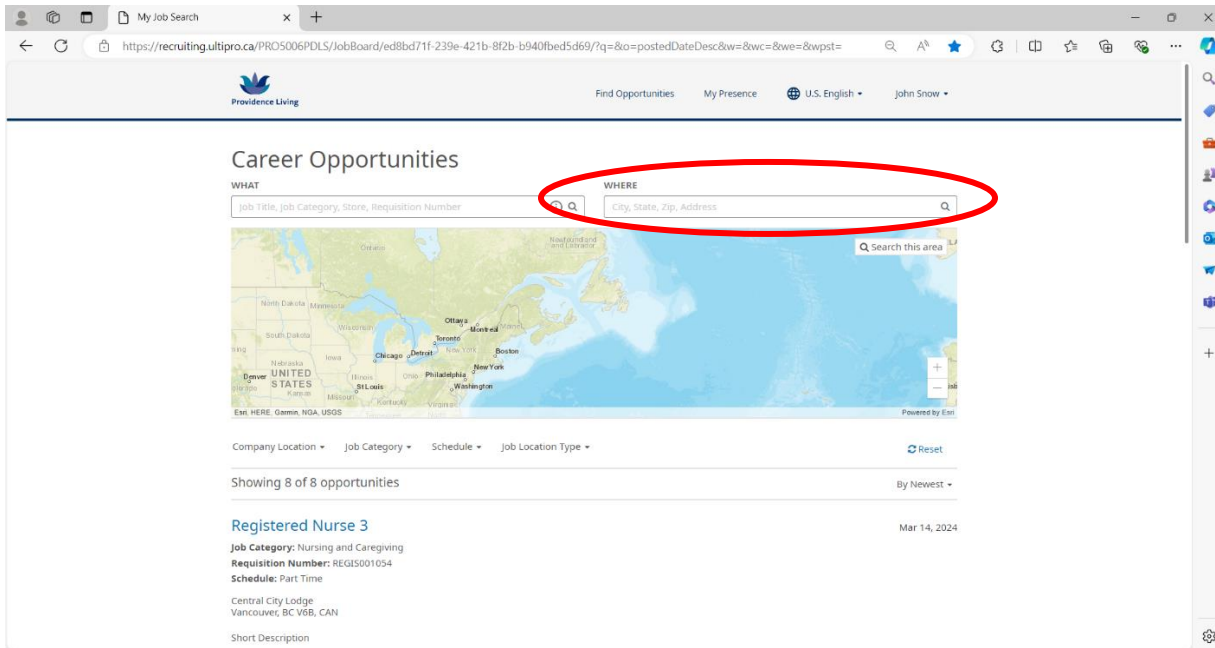
3. UKG Pro will take you to the **Career Opportunities** page. Here you will find the newest postings at the top of the page.



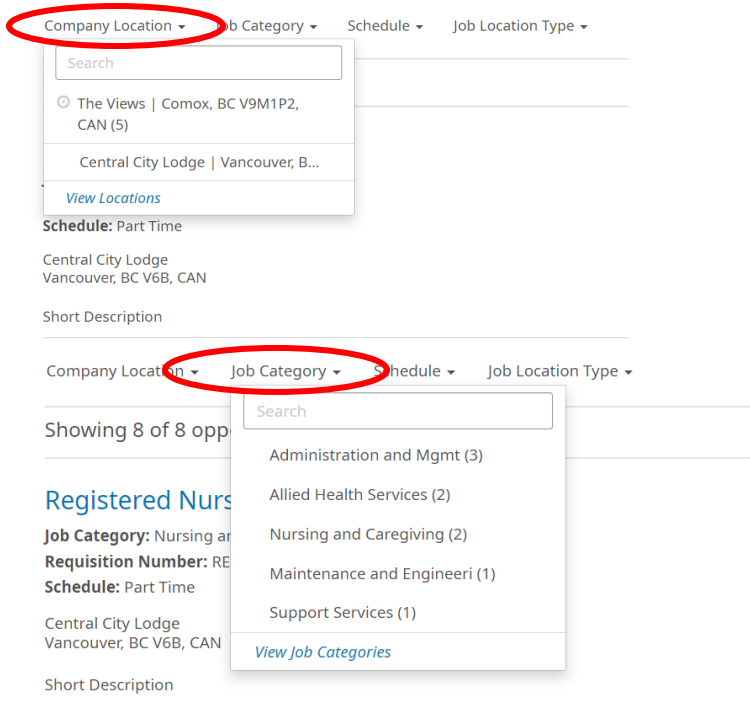
4. You can search jobs by Job Title, Job Category, and Posting Number (requisition number), by searching under **What**:



5. You can search jobs by City or Address, by searching under **Where:**



6. You can use filters to search by **Company Location, Job Category, Schedule, and Job Location Type:**



7. Once you find a position you are interested in applying for, click on it. You will see the details on the job posting.

Providence Living

Find Opportunities My Presence U.S. English Elisa O'Malley

Search Results Post Apply now

Housekeeper

Job Category: Support Services
Requisition Number: HOUSE001055

Posted: August 9, 2024
Full-Time
On-site
Central City Lodge
Vancouver, BC V6B, CAN

Job Details

Description

TITLE: Cleaner
UNION: HEU
SITE: The Views, Central City Lodge, Cooper Place
RATE: Grid 10
DEPT/PROGRAM: Support Services
CLASSIFICATION: Housekeeping Aide (11001); Cleaner (11002)

JOB SUMMARY

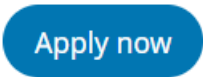
Providence Living is a non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.

Reporting to the Manager, Support Services or delegate, this position cleans and maintains assigned areas in the facility to required housekeeping standards by performing light and heavy cleaning duties.

All staff have a part to play in preventing adverse events and in promoting safety for patients and staff by being aware of and adhering to all policies and procedures including promptly reporting any risks or safety concerns relating to patient or staff safety.

Services at Providence Living are guided by our Mission, Vision, Values, and Ethical Framework. All employees are expected to demonstrate respect for the safety and dignity of all residents, staff and volunteers. Every employee makes a vital contribution to our Mission of providing care with compassion, by exemplifying our core values of respect, excellence and compassion in their work and demonstrates Indigenous Cultural Safety, cultural humility and anti-racism principles.

8. To apply for the position click **Apply Now**

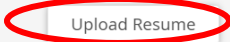


9. The site will take you to the application page. If it is your first time applying for a position through UKG, it will prompt you to upload your resume. Once you upload your resume, it will stay on file. (you will not have to re-upload it every time).

Apply for

Housekeeper

You can use a resume to fill out your application faster and it will be added automatically as an attachment.

 Upload Resume
DOC, DOCX, or PDF (Max file size 6MB).

Contact Information

The name on the account you are currently logged in with is displayed below.

- If this is not your account, please [Sign Out](#) to create your own presence and start the application process again.
- If you need to make changes to your name, please go to the My presence page before submitting your application.

10. Once you have uploaded your resume, please fill in your contact information, if it is not already there.

11. UKG will take the data from your resume and enter it in **Work Experience, Education, and Skills**. Please review these sections to make sure the information is correct.

12. If you are applying for a position outside of your current Job Description, you may need to upload **Licenses and Certifications**. For example, if you are a Food Service Worker applying for a Care Aide position.

13. Finally, please answer the following **Questions**:

Questions

* Required field

* How did you hear about this opportunity?

Providence Living Website

Were you referred by a current employee?


- Yes
 No

* When can you start? (MM/DD/YYYY)

08/12/2024




14. Click **Submit**. If you land on this page, your application has been submitted:

 **You applied for Housekeeper**
Thank you! Your application was submitted.

Suggested next steps:

- [Go to My Presence](#)
- [Search for Opportunities](#)

15. To review your **Personal Information**, previous **Applications**, and job **Offers**, click My Presence

 **You applied for Housekeeper**
Thank you! Your application was submitted.

Suggested next steps:

- [Go to My Presence](#)
- [Search for Opportunities](#)

John Test Snow



Personal Information

Documents

Applications **3**

Offers **2**

My References

Contact Information

John Test Snow
12345 street
Vancouver, British Columbia V9M1P2
Canada

 7782389406

Work Experience

Education

Skills

Perks enterprise
Some Knowledge

No skills found
Some Knowledge



John Test Snow

Personal Information Documents **Applications 4** **Offers 2** My References

Job	Job Code	Status	Date Applied	Actions
Housekeeper Support Services Central City Lodge Vancouver, BC V6B, CAN	HOUSE001055	In Progress	08/09/2024	None
Administrative Assistant Administration and Mgmt The Views Comox, BC V9M1P2, CAN	ADMIN001049	In Progress	05/14/2024	None
Change Management Leader Administration and Mgmt The Views Comox, BC V9M1P2, CAN	CHANG001047	In Progress	04/30/2024	None
Registered Nurse 3 Nursing and Caregiving Central City Lodge Vancouver, BC V6B, CAN	REGIS001054	In Progress	04/25/2024	None
Care Aide - RCA or Nur Asst I Nursing and Caregiving The Views Comox, BC V9M1P2, CAN	CAREA001052	In Progress	04/18/2024	None

John Test Snow

Personal Information Documents Applications 4 **Offers 2** My References

Job	Offer Code	Offer Date	Status	Actions
HOUSEKEEPER Support Services Vancouver, BC V6B, CAN HOUSE001055	JS00018	08/09/2024	Accepted	Review Offer
ADDITIONS CASE WORKER Allied Health Services Vancouver, BC V6B, CAN ADDIC001045	JS00017	03/19/2024	Accepted	Review Offer

16. Once the posting that you applied for closes, you will either receive an email letting you know that you were not the successful applicant, or you will receive an email notifying you that you have a job offer.

Providence Living - has a job offer for you

no-reply@providenceliving.ca
To: You

Reply Reply all Forward

Fri 2024-08-09 2:16 PM

Hi John Snow,

An role has been extended to you. Please log in to UKG Pro and then navigate to My Company > View Opportunities > My Presence > Offers.

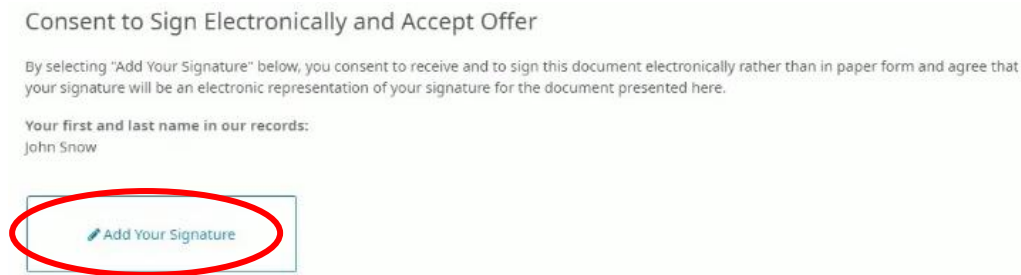
Then click the link below to review and accept your offer letter. Please note that this offer expires on August 12, 2024.

If you have any questions regarding your offer, please contact your recruiter.

[Go to Offer Letter](#)

Reply Forward

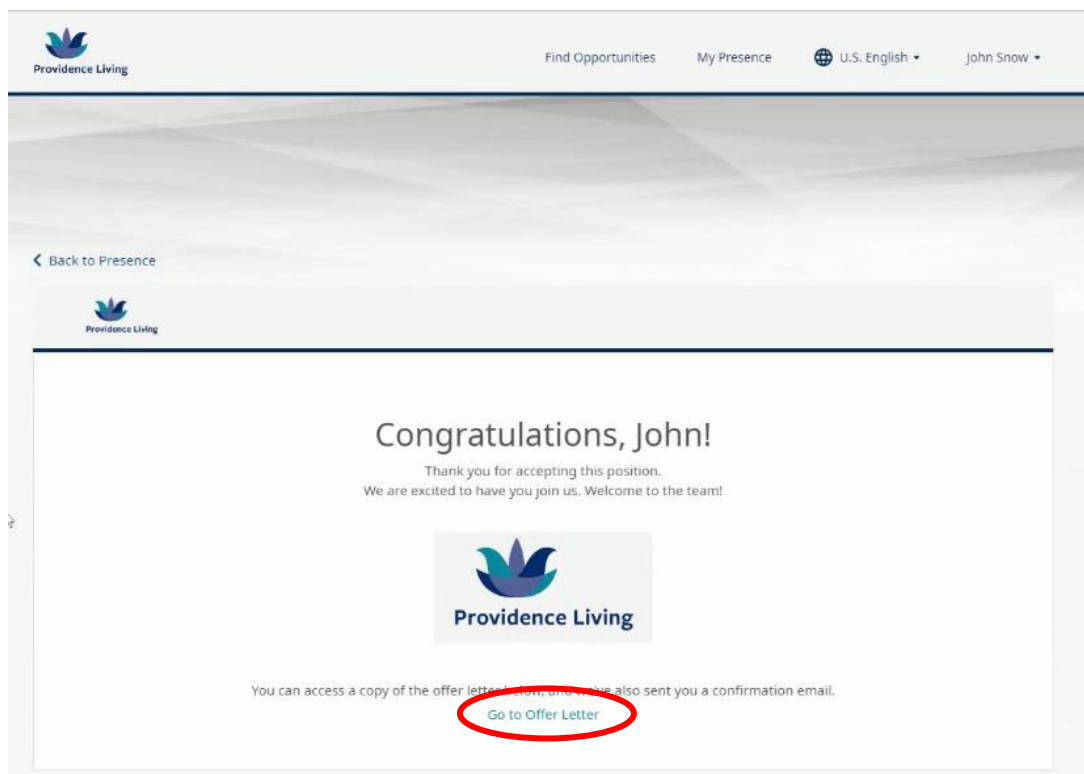
17. Click **Go to Offer Letter** in the email, and review your Offer Letter. If you would like to accept the position, scroll to the bottom of your Offer Letter and click **Add Your Signature**



18. Click **Accept Offer**:



19. Once you accept your offer, you will be taken to the confirmation page. From this page you can click Go to Offer Letter, to download a copy of your Offer Letter:



20. Should you choose to decline the offer, or if you have any questions, please email hr@providenceliving.ca and let us know.

