CareerHub – for Internal Applicants



How to Access the Internal Portal

Current VCH employees (internal applicants) can search for and apply to jobs through the internal portal. Internal applications must be submitted on the internal portal. If you are trying to log in on the External Career Portal, you will get an error.

NOTE: All jobs available to internal candidates will be posted on the internal portal, even ones where the internal competition has closed and are accepting late applications. You no longer need to access the External Career Portal to see the competitions that are still accepting late applications.

You can access the internal portal directly by going to this link: http://internal-vch.icims.com

You can also navigate there from the VCH Careers site (http://careers.vch.ca) by clicking on the Internal Jobs link at the top.





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How to Apply for a Job



2. Click on the job title to which you would like to apply.

3. Click 'Apply Now'.

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< <u>Welcome</u> page	0	Dashboard Log Out
Licensed Practical Nurse		
2023-99479 Vancouver Closing Date: 4/7/2023 Vindermere Care Centre Department Intermediate Care Unit-Operating-Windermere Care Cntr	r ,	Apply Now
Home Worksite 74 - Windermere Care Centre Labour Agreement Nurses' Bargaining Association Union 203 - Nurses BCNU LPN (Facilities)	Email this j	ob to a VCH Coworker
Position Type Baseline FTE 0.47 Standard Hours/ Week 17.63 Job Category Nursing Salary Grade L1 Min Hourty CAD 52.84.3/Hz Max Hourty CAD 532.88/Hz Shift Times 1500-2300 / 2300-0700 Days Off Rotating Start Date 4/28/2023	Share o	on your newsfeed
Description		

JOB SUMMARY:

Practices within the context of a client and family centred care model and in accordance with the British Columbia College of Nurses and Midwives (BCCNM) standards of practice for Licensed Practical Nurses. Working independently and collaboratively as a member of an interdisciplinary care team, performs full scope of practical nursing functions for clients with predictable outcomes within a designated area of specialty. This includes activities such as assessing, planning, implementing, evaluating and documenting client care, and providing support to clients and their families. Working collaboratively as a member of an interdisciplinary care team and under genera supervision, supports the Registered Nurse in caring for clients with unpredictable outcomes or where the acuity or complexity of care requires an advanced level of knowledge and skill beyond the scope of practice for Licensed Practical Nurses. Maintains and advances clinical competence pursuant to the standards of practice of BCCNM for Licenced Practical Nurses

QUALIFICATIONS

Note: When you are logged in, you will be asked to review your Candidate Profile. Please update the information if needed.

 Prior to submitting your application, the Job Specific Questions page will open as all internal jobs as VCH have a common job specific question.
 Please explain briefly how you meet the required qualifications, skills and abilities noted on the job posting for this position.

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- 5. Note at the bottom two options: **'Finish Later'** and **'Submit'**. If you choose to select Finish Later, the responses will have been saved but the application will not have been submitted. This will show on the candidate dashboard as being in progress with the option to continue the application. If you save an application and forget about it, you will receive an email in a day or two reminding you to finish the process.
- 6. Once the form is complete, click **'Submit'**.



A confirmation will appear stating that your application has been submitted. You will also receive an email notification confirming the application.

How to Withdraw an Application

1. Return to your Dashboard. Locate the *Submitted Applications* section. Find the application you would like to withdraw and click **'Withdraw'**.

You will be asked to provide a brief reason for your withdrawal.

2. Click on 'Confirm Withdrawal'.

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