

# MOA Job Posting Workflow - Physician/Clinic Perspective



## Identify your needs and connect with the Division

Family Physicians and Clinics first need to assess their need for an MOA, as well as the type of MOA they require (e.g. Junior MOA, Mid-Level MOA, Senior MOA, Clinic Manager). FPs/Clinics can do this by connecting with their CNM to use our *MOA Role & Task Analysis Tool*.



## Use the MOA Job Posting Form to submit your needs for an MOA

FPs/Clinics can access the MOA Job Posting form through the Division website's Patient Medical Home page, by searching in Resources, or through CNM sharing of this [Link](#). Once the form is submitted, the job information will be posted on Practice in Vancouver, under 'Practice Types' -> 'Clinic Staff'.



## Application Process

Work in Vancouver and MOA Job Postings will also be advertised in one general posting on Indeed, Monster, and MOA Careers, as well as various College websites with MOA Programs. Once an application is received, a Division staff member will forward the CV and application of the candidate to your clinic contact email address. All contact with candidates, interviews and hiring will be done independently of the Vancouver Division.



## Communication, Evaluation Survey, & Continuation of Recruitment

If you decide to hire an MOA through our program, or have been involved with our service for over 3 months, we will send you an Evaluation Survey to provide feedback on this new service.

We will also use this survey to receive information regarding possible hiring matches, and how we can improve the service for the future. You will receive this survey 3 months from every submission of a new MOA job description, or if you communicate that you have found an MOA. If you require further MOA job postings, please return to the MOA Recruitment Form to submit a new job description for posting.



# MOA Job Posting Workflow

## *Clinic Staff Perspective*



### **Finding MOA Opportunities in Vancouver Family Practice Clinics**

MOAs that are seeking employment opportunities can become aware of our program in the following ways:

- Through job posting advertisement on Indeed, Monster, and MOA Careers that links to Work in Vancouver
- On career sites of their educational institution (e.g. BCIT, Langara College, etc.)
- Through practicum placements in partnership with the Division MOA program (work in progress)
- By visiting Workin Vancouver and searching by job type for current MOA opportunities



### **Application Process**

Although there are various ways to access Work in Vancouver, all applicants will apply using the same method. To apply to a posting on Work in Vancouver, select 'Apply Now' and fill out the required field, and candidates must attach a CV to be considered. Once submitted, the MOA candidate's application and CV will be sent to the clinic's contact, and all interviews and hiring will be done independently of the Vancouver Division.

