



**Job Posting Agreement**

I \_\_\_\_\_,(Client Representative name) am requesting that MRCI Client Directed Services advertise for an employment opportunity for a direct care staff on my behalf. I understand that MRCI Client Directed Services is only providing a job posting service and is not recruiting or hiring candidates. All terms and conditions of the Client Representative Agreement with MRCI remain in effect and unchanged. MRCI CDS is not screening, endorsing, interviewing, or selecting candidates.

Further, I understand that none of my private data or contact information will be provided to any job seeker. MRCI will utilize a third party job posting board that will generate candidates and will then send candidates to me via email. It is my responsibility to make contact with perspective candidates. Job postings will last for 30 days. If I wish to extend the posting, I need to contact MRCI directly.

By signing, I verify that I would like to use this service. I will complete the fields below with my specific position information.

A. City: \_\_\_\_\_

B. Zip Code: \_\_\_\_\_

C. Up to five job specific duties:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

D. Schedule: Please fill in the schedule per day.  
Example: Monday 8:00am-10:00am

Flexible Schedule

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

\_\_\_\_\_  
**Signature of Client Representative**

\_\_\_\_\_  
**Client Name**

\_\_\_\_\_  
**Client Representative email address**

\_\_\_\_\_  
**Date**

Please return form to CDS HR

- Email: cdshr@MyMRCI.org
- Fax: 1-888-696-8552
- Mail:

MRCI - CDS  
1961 Premier Dr. Suite 318  
Mankato, MN 56001



## Sample Job Posting

**Below you will find a sample job posting. Your posting will include your specific position information.**

### ***Sample Job Posting***

*Are you looking for a rewarding career? MRCI WorkSource is partnering with our clients to hire in-home direct care staff. You will have the opportunity to work with individuals with a range of challenges. Choosing a career in this field means you will make a meaningful difference in the lives of people every day!*

*Currently, we are seeking a candidate to work in Minneapolis, MN. The work schedule can be flexible, but generally hours are between M-F 8:00am-11:30am and 4:00pm-6:00pm.*

*Duties include, but are not limited to:*

- *Showering/Bathing*
- *Transfers*
- *Cooking/Feeding*
- *Light Housekeeping*
- *Errands and Meal Planning*

### ***Minimum Qualifications:***

*Must be at least 16 years old. Some positions require candidates to be 18 years old.*

*Must be able to pass a criminal background check.*

*Are you ready to start your next career? Click the "apply now" button below!*