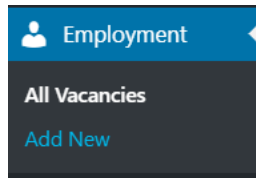


## Adding an Employment entry



### 1. Employment > Add New

A screenshot of a web form for adding a new employment entry. The title is 'Dental Assistant - Casual'. Below the title is a permalink field with the URL 'https://www.basscoasthealth.com/vacancies/dental-assistant-casual/' and an 'Edit' button. There is an 'Add Media' button. Below that is a rich text editor with a toolbar containing various formatting options like bold, italic, bulleted list, numbered list, quote, link, unlink, and table. The main content area of the editor contains the following text:

**Casual Position**

We are seeking an enthusiastic qualified Dental Assistant to join our bi applicant will need to be a team player, capable and reliable with a den

**Requirements of the position are:**

- Certificate III in Dental Assistant or equivalent badged qualifica
- Minimum experience of 2 years
- Excellent written and communication skills
- Good time-management and organisational skills

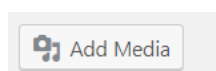
### 2. Add your title ....

### 3. then add the description into the Editor.

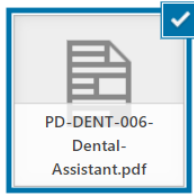
A screenshot of the form showing the email address 'pat.grasby@basscoasthealth.org.au' and a note that the position is subject to the operation of Human Services. Below this is a note that 'Bass Coast Health is a smoke free organisation'. At the bottom, there is a red-bordered box containing the text 'Position Description: '.

### 4. Add the bottom of the description, type in the words, 'Position Description'.

### 5. IMPORTANT: Now place your cursor 2 or 3 spaces after the words 'Position Description'. This is where you want the Position Description PDF link to appear.



### 6. Now click on the 'Add Media' button which is located just above the Editor.



7. Select your PD. The large tick is a confirmation that this is the file you have selected.

Insert into post

8. Click on the 'Insert into post' button.

Email: [pat.grasby@basscoasthealth.org.au](mailto:pat.grasby@basscoasthealth.org.au)

Please note that this position is subject to the operation of Human Services.

*Bass Coast Health is a smoke free organisation*

Position Description: [PD-DENT-006 Dental Assistant](#)

9. Now you can see your PD link appeared where you earlier wanted it to appear. This means you can select any spot you wish to have a PD appear in the description area of the Editor. You can also select multiple PDs and place them where you wish if required.

*Bass Coast Health is a smoke free organisation*

Position Description: [PD-DENT-006 Dental Assistant](#)

Word count: 189

Employment

**Applications close**

*Insert the date that applications close.*

Applications close 12.00 noon on Sunday 07/10/18

10. Insert the close off date for applications in the 'Applications close' field.

Update

11. Click on the 'Publish' or 'Update' button to save your work.

2 + New View Vacancy SEO

12. To go to the front end of your site to see your entry, on the very top of the screen, click on the employment link.