

DWP Find a Job Instructions

The [campaign website](#) automatically links to vacancies advertised on [DWP Find a Job](#) that use the term ‘social care’ in the job description and are categorised under ‘healthcare and nursing’. To make the most of the campaign, it is essential that you post and refresh your vacancies on this platform. This is the best way to attract those prompted by the advertising.

If you experience any issues, [contact DWP](#) and select “I’m an employer and I need help posting my job adverts”. They aim to respond within one working day.

How to create an employer account:

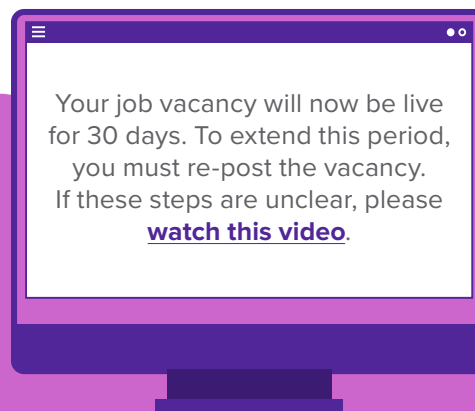
1. Go to [DWP Find a Job](#) and click the ‘[employers](#)’ button, along the top.
2. Click ‘[create account](#)’.
3. Enter your email address and create a password.
4. Click ‘create account’.
5. Fill in your company details, we recommend that you select ‘**Social Work**’ as your company type.
6. Click ‘[create company](#)’.
7. Click the link in your verification email – make sure to check your junk folder.
8. Wait for the team at DWP to approve your account. This usually takes one working day (Monday to Friday). Once approved, you will be able to post a job.

If these steps are unclear, please [watch this video](#).



How to post a job

1. Go to [DWP Find a Job](#) and click the ‘[employers](#)’ button, along the top.
2. Sign in to your account.
3. Click ‘[post job](#)’.
4. Fill in each box with the relevant job details. You must:
 - Use the term “**social care**” in the job description.
 - Select ‘**Healthcare and Nursing**’ as the job category.
 - **Not use the words: sister, consultant, psychologist, paediatric, forensic or lawyer.**
5. Click ‘[post job](#)’, at the bottom of the page.



How to re-post a job

1. Go to [DWP Find a Job](#) and click the ‘[employers](#)’ button, along the top.
2. Sign in to your account.
3. On the employer’s dashboard, click ‘[edit](#)’ on the job you want to repost.
4. Scroll to the bottom of the page and click ‘[create a copy](#)’.
5. The page will then refresh.
6. Scroll to the bottom of the page again and click ‘[post job](#)’.

You will then be redirected back to the employer’s dashboard, and a copy of your job will appear in the list.



**When you care,
every day makes
a difference**