

Vitalité Health Network Career Centre

Browse available positions and apply for a job (external candidates)

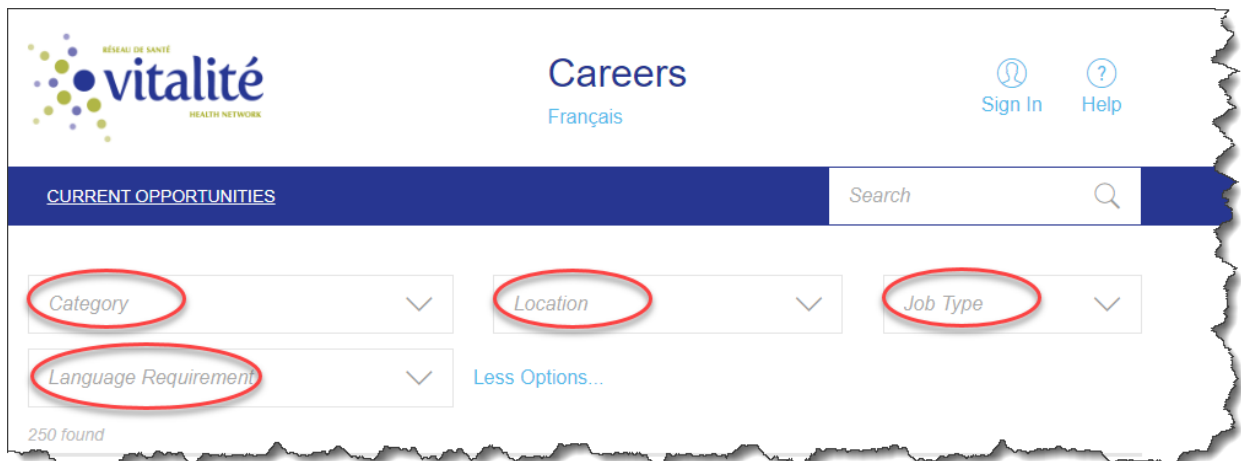
1. Navigate to Vitalité Health Network's website: www.vitalitenb.ca.
2. From the home page, click on "Careers".



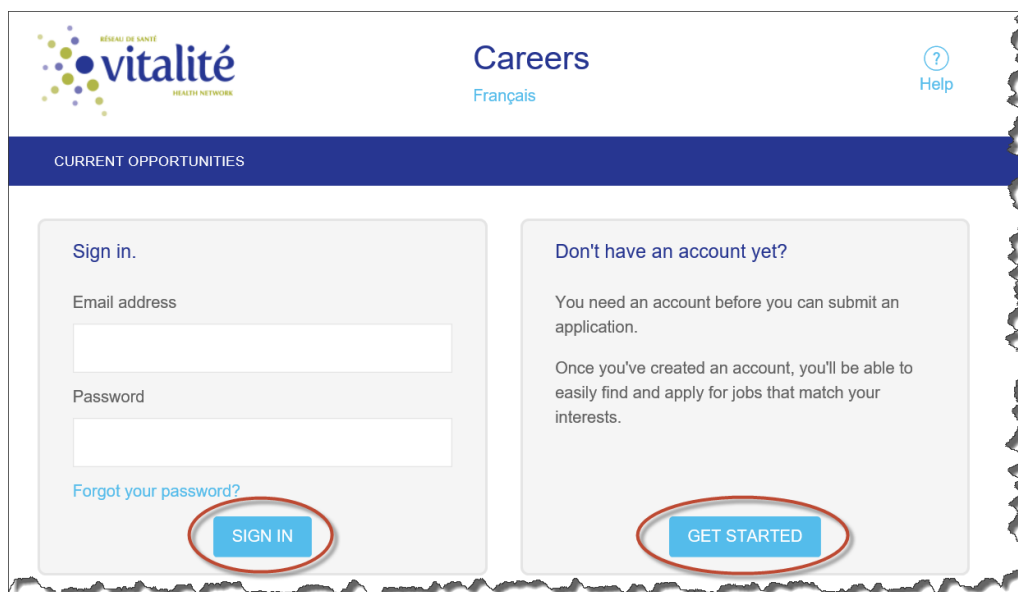
3. Click on "Browse our job offers".



4. To reach the Career Centre directly, you can also use this address <https://vitalitenb.itacit.com>
5. To search by category, location, job type or by language requirement, click the corresponding arrow to display the scroll-down menu. This will allow you to refine your search.

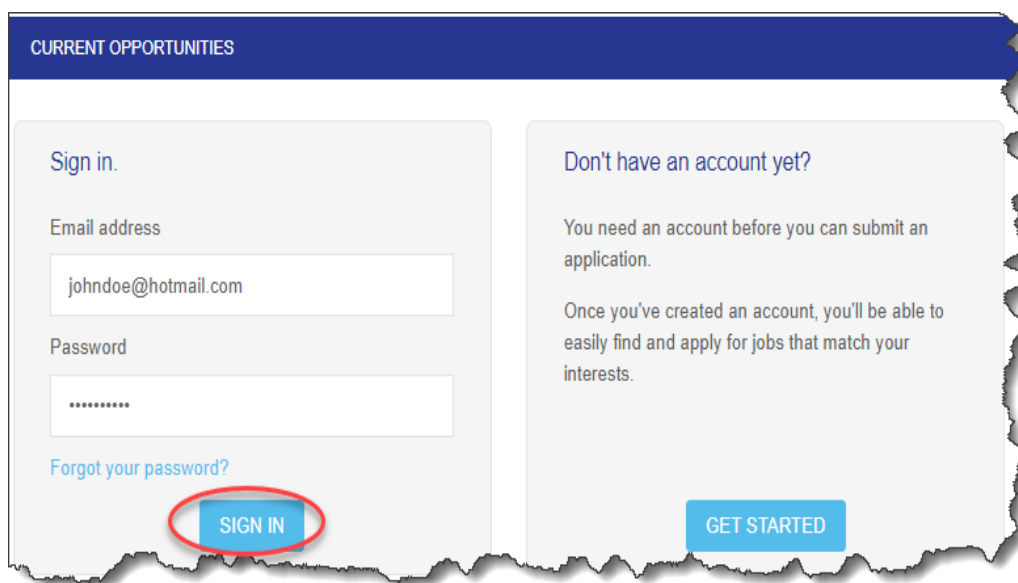


6. If your profile does not match the various job opportunities currently posted, please apply on a position that most closely matches your interests.
7. After making your selection, click on “Apply”. The page below will appear. If you already have an account, enter your e-mail address and password; and click on “Sign in”, if not, please create an account to continue.



The screenshot shows the Vitalité Careers page. At the top, there is a header with the Vitalité logo (Réseau de Santé Health Network) on the left, the word "Careers" in the center, and a "Help" link on the right. Below the header is a dark blue banner with the text "CURRENT OPPORTUNITIES". The main content area is divided into two columns. The left column is titled "Sign in." and contains two input fields: "Email address" and "Password". Below these fields is a link "Forgot your password?". At the bottom of this column is a blue button labeled "SIGN IN", which is circled in red. The right column is titled "Don't have an account yet?". It contains two paragraphs of text: "You need an account before you can submit an application." and "Once you've created an account, you'll be able to easily find and apply for jobs that match your interests." At the bottom of this column is a blue button labeled "GET STARTED", which is also circled in red.

8. To create an account, click on “Get Started”; enter your e-mail address and create a password. Then click on “Get an Account”.
9. Once your account is created, you need to re-type your e-mail address and password to go to the next page.



This screenshot is similar to the previous one, showing the Vitalité Careers page. The "Sign in." section on the left now has sample data entered: "john.doe@hotmail.com" in the "Email address" field and "*****" in the "Password" field. The "SIGN IN" button remains circled in red. The "Don't have an account yet?" section on the right is identical to the previous screenshot, with the "GET STARTED" button also circled in red.

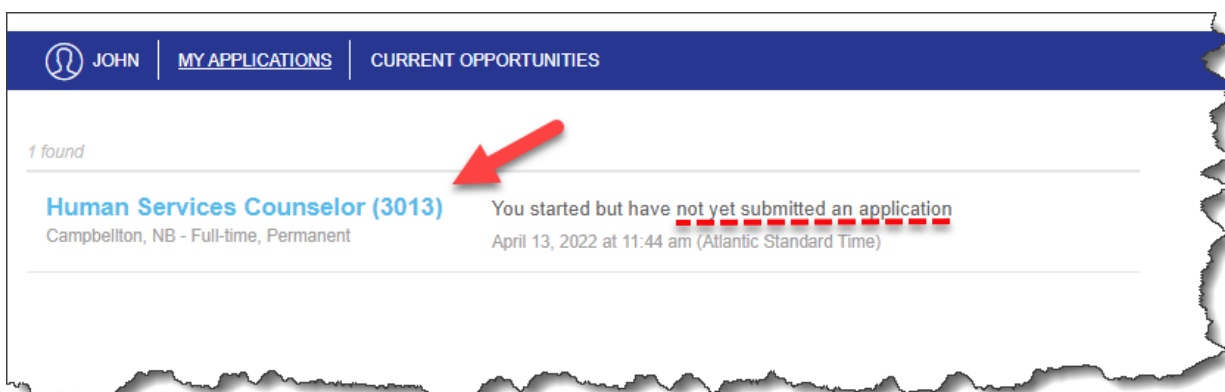
Note: To apply on our website, you must have a personal e-mail address. If you do not have an email address, you can type one of the website address below to create one. Please note that several e-mail services exist, such as Google Gmail, Microsoft Outlook and Yahoo! Mail. Choose the one you prefer.

<https://www.google.com>

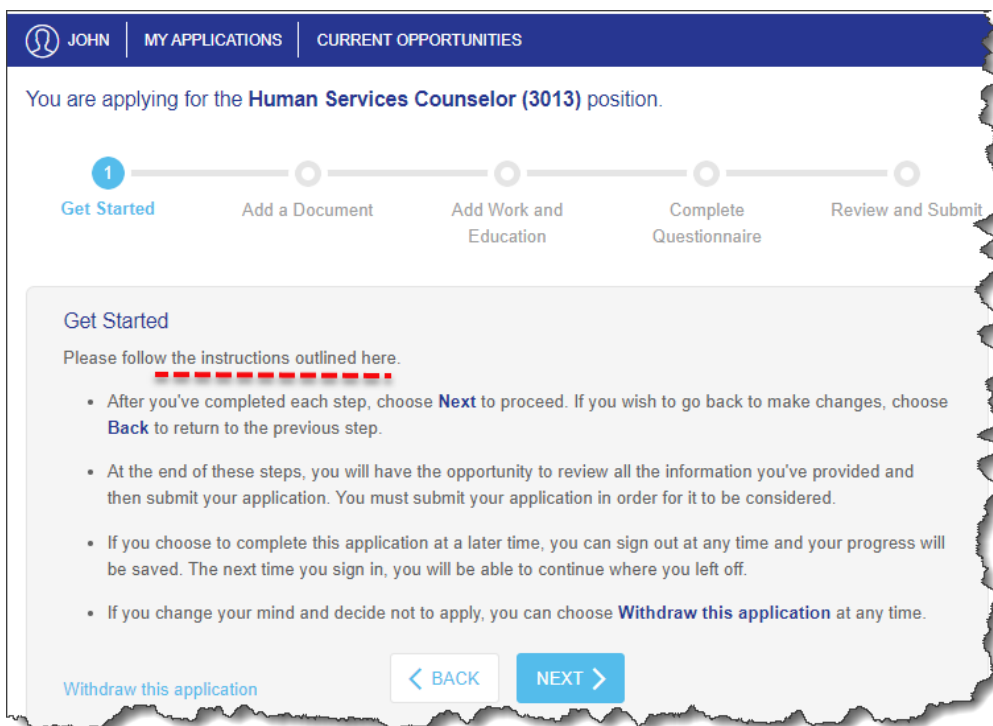
<https://www.outlook.com>

<https://www.yahoo.com>

10. Enter your information in the empty fields and click “Next”.
11. Click on your selection. If you are unable to finish your application right away, you have the opportunity to finish it later. However, please note that your application will be incomplete until then.



12. At Step 1 (“Get Started”), read the instructions carefully and click “Next”.



13. At Step 2 (“Add a document”), you need to attach your résumé as well as any other document relevant to your application as indicated below.

The screenshot shows a web interface for a job application. At the top, a navigation bar includes a user profile icon, the name 'JOHN', and links for 'MY APPLICATIONS' and 'CURRENT OPPORTUNITIES'. Below this, a message states: 'You are applying for the **Human Services Counselor (3013)** position.' A progress bar follows, with five steps: 'Get Started' (completed), 'Add a Document' (current step, highlighted with a blue circle and number 2), 'Add Work and Education', 'Complete Questionnaire', and 'Review and Submit'. The 'Add a Document' section is titled 'Documents' and contains the text: 'For this application, you are asked to include the following documents:'. Below this is a bulleted list: 'Your resume' and 'A cover letter (optional)'. A blue button with a plus icon and the text 'ADD A DOCUMENT' is highlighted with a red arrow. Below the button is a white box with the text 'No documents have been included.' At the bottom of the section are three buttons: 'Withdraw this application' (blue), '< BACK' (white), and 'NEXT >' (blue).

14. After clicking on “Add a document”, you need to upload your résumé using your USB key, or by adding a copy of your document from one of your previous applications or directly from your computer; then, choose the description that matches the document you added.

The screenshot shows a dialog box titled 'Add a Document' with a close button (X) in the top right corner. The dialog is divided into two sections. The first section, titled 'Document', shows a file named 'REFERENCES.doc' with a size of '43.5 kB'. A red arrow points to the file name. Below the file name is a blue link that says 'Remove file'. The second section, titled 'Description', contains the text 'Choose a description for the document.' and a dropdown menu. The dropdown menu is open, showing the option 'References' with a checkmark. A red arrow points to the dropdown menu. At the bottom of the dialog are two buttons: 'CANCEL' (white) and 'OK' (blue).

15. If you have no other documents to add to your application, click “OK” then “Next”.

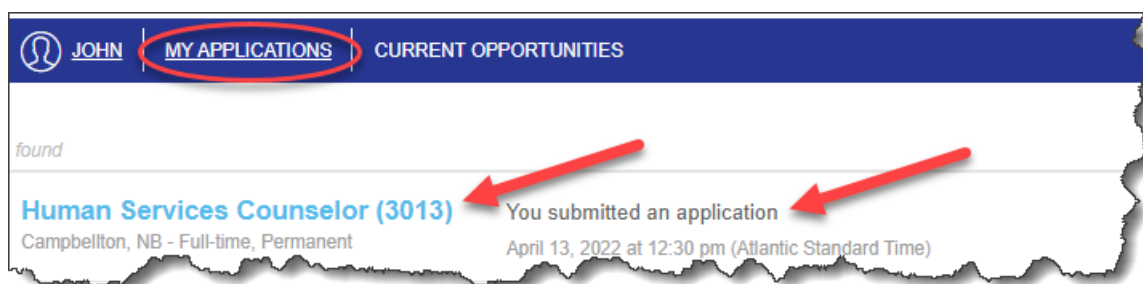
16. At Step 3 (“Add Work and Education”), you need to complete the “Add Work” AND “Add Education” sections.

The screenshot shows the application form for the Human Services Counselor (3013) position. The progress bar at the top indicates that Step 3, "Add Work and Education", is the current step, with "Get Started" and "Add a Document" completed, and "Complete Questionnaire" and "Review and Submit" yet to be done. The main content area is titled "Previous Work and Education" and includes the instruction: "Please include all applicable work and education history." Below this instruction are two sections. The first section, "Add Work", has a blue button with a plus icon and the text "ADD WORK", with a red arrow pointing to it. Below the button is a text box containing the message "No previous work has been included." The second section, "Add Education", has a blue button with a plus icon and the text "ADD EDUCATION", with a red arrow pointing to it. Below the button is a text box containing the message "No previous education has been included."

17. In the “Add Work” section, enter the information about your current job and click on “Add Work” again to add your previous jobs, if applicable.
18. In the “Add Education” section, enter the information about your completed education or your education in progress and click on “Next”.
19. At Step 4 (“Complete Questionnaire”), read the instructions carefully, taking note that your application will be destroyed six months after the date received. Complete all mandatory fields.

The screenshot shows the application form for the Human Services Counselor (3013) position. The progress bar at the top indicates that Step 4, "Complete Questionnaire", is the current step, with "Get Started", "Add a Document", and "Add Work and Education" completed, and "Review and Submit" yet to be done. The main content area is titled "Vitalité - External Application Form" and includes the instruction: "Please complete all sections as thoroughly as possible, even if you are attaching a resume." Below this instruction are three sections of text, each preceded by a red dashed line. The first section states: "You must provide complete information, as this will be used to determine your eligibility and qualifications for a job." The second section states: "The personal information requested on this form is collected and managed in compliance with the Right to Information and Protection of Privacy Act currently in effect." The third section is titled "Personal information" and includes the instruction: "Full name (first, initial, last name) (Required)". A red arrow points to the text "Full name (first, initial, last name) (Required)".

20. Click on “Next”.
21. At Step 5 (“Review and Submit”), you have reached the final step. If you wish to make a change or addition, click “Previous” until you reach the screen where you want to make your change. Make your change, then click “Next” until you reach Step 5 and then click on “Submit my application”.
22. A message will appear on the screen, and you will receive an e-mail to acknowledge receipt of your job application. You can also view the confirmation by clicking on “My Applications”.



23. If you wish to withdraw your job application, you can do so at any time by clicking on “Withdraw this application” at the bottom of each page or through “My Applications” by clicking on “Withdraw this application”.



24. Remember to click on “SIGN OUT” when you are done.
25. For technical support, please contact the Human Resources Department
- Emplois.jobs@vitalitenb.ca
 - 1-833-249-2003

Last update: March 30, 2026