

Southern Community Care Development Inc (SCCD)

POLICY 2.1 – RECRUITMENT OF STAFF

SCCD RECOGNISES THE IMPORTANCE OF HAVING A SET OF PROCEDURES FOR EMPLOYING STAFF TO ENSURE & PROTECT THE LEGAL RIGHTS & RESPONSIBILITIES OF SCCD & PROSPECTIVE EMPLOYEES.

All staff are recruited according to SCCD **Equal Opportunity and Affirmative Action Policy** (below).

All permanent vacancies will be advertised externally, with the exception of:

- Positions that are up to seven (7) hours per week. These may be advertised internally and through local agencies and networks;
- Temporary positions up to fourteen (14) hours per week and up to three (3) months duration may be filled internally without advertising.

The placement of advertisements and convening selection panels is the responsibility of the HACC Development Officer.

No paid staff person is involved in the recruitment process for the employment of another staff person who will be their direct supervisor.

Equal Employment Opportunity and Affirmative Action Policy

Equal Employment Opportunity

SCCD aims to choose the best person for the job regardless of:

- Race, colour and national origin;
- Physical, intellectual or psychological impairment, including HIV and AIDS;
- Gender;
- Marital status (including de facto);
- Parental status (including pregnancy);
- Caring responsibilities;
- Religious or political beliefs, activities or practices; and
- Age.

SCCD has policies, practices and procedures to ensure that equal opportunity principles are followed in all areas of staff management including:

- Advertising for positions;
- Job descriptions and selection criteria;
- Interview questions and processes;
- Selection panel composition and practices;
- Appointment procedures;
- Staff training and development (see;
- Transfer, promotion and higher duties; and
- Discipline and dismissals.

To find the best applicants for the position, SCCD focuses on the requirements of the job rather than questions or assumptions about the applicant's circumstances or background.

SCCD provides information and training to all staff and management group members involved in the staff advertising, selection and appointment process.

Affirmative Action

In view of the high number of people from culturally and linguistically diverse backgrounds in the area, including indigenous cultures, SCCD encourages applications from people of all backgrounds. Where programs require specific skills and/or an understanding of a specific community or culture, SCCD actively promotes the position in relevant languages, media and networks to encourage the selection of appropriate and suitable staff.

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In some instances, this may mean that applicants for identified positions do not need to meet all of the skills and experience requirements, however appropriate training is provided to staff where necessary to ensure they have the skills required for the position.

Recruitment Process for Paid Staff

The following process is followed in the recruitment of all paid staff:

- Clarify the need for and role of the worker and develop or review the job description;
- Determine who is on the selection panel;
- Develop the advertisement so that the essential and identified desirable criteria are relevant to the job description;
- Advertise the position in accordance with the relevant policies;
- Send applicants a copy of the job description and organisational information;
- Shortlist applicants on the basis of their relevant skills and experience;
- Contact short listed applicants for an interview;
- Interview;
- Select the most suitable applicant;
- Check at least two (2) referees;
- Advise the successful applicant by telephone to offer the position;
- Send a letter of appointment and *Agreement of Employment* (attached);
- Contact unsuccessful applicants;
- Orientate the new worker; and
- Ensure the *Agreement of Employment* (attached) is signed within the first month of employment with all correct dates included.

All documentation relating to filling the position, including unsuccessful job applications, is kept on file for a period of five (5) years.

Advertising Positions

All relevant positions are advertised in the media appropriate to the position.

A copy of the most recent advertisement for all positions is kept on file to assist with the compilation of future advertisements.

Shortlisting

The Selection Panel

Prior to commencing this process, the Management Committee will call for nominations. Once the written applications are received any conflicts are declared and, if necessary, changes are made to the selection panel.

For the employment of all project workers, the panel is comprised of:

- The HACC Development Officer;
- One (1) Management Committee person; and
- One (1) other person from an outside community group.

The selection panel decides, on the basis of the job description, what skills and experiences are essential in order to do the job, and which skills and experiences are desirable.

Short-listing of all applicants is carried out by the selection panel and based on a culling sheet of essential and desirable qualifications and skills.

Applicants who, on the basis of their written application, appear to have the essential skills and experiences are short-listed for an interview. All members of the interview panel agree to the final shortlist.

In line with the Affirmative Action approach (above), applicants for identified positions who have most of the essential skills and experience may be short-listed if the selection panel considers that the other skills/experience can be developed through training and on the job support.

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Interviewing

The selection panel draws up a list of interview questions prior to the interview. All applicants are asked the same questions by the same interviewee. The questions aim to explore the applicant's relevant skills and experience to perform the duties and relate to the criteria specified in the advertisement.

Where appropriate, clarification of a person's eligibility to work in Australia may be requested at the interview.

Procedure When a New Staff Person Joins

When a new staff person is appointed to SCCD the HACC Development Officer ensures that a Staff Orientation is provided using the *Staff Orientation Checklist* and relevant documentation completed, including:

- *SCCD Brochure* and *Organisational Structure*;
- SCCD Management Committee and staff meeting dates;
- Building orientation, access and security systems;
- A copy of their *Job Description*;
- An *Agreement of Employment* specifying all the terms and conditions of employment to be discussed with the employee and signed within the first week of employment;
- Personnel forms to be discussed with the employee and signed within the first week of employment: *Employee Record Form* (attached) with superannuation, bank and personal details;
- An *Employee Tax Declaration Form* (from the local newsagency) to be completed and forwarded to the Australian Tax Office;
- Discussion of SCCD OHS Management System: where to get information, identifying hazards, risk assessment, staff consultation etc and specific policies relating to safety in the workplace (manual handling, food handling, safe working procedures etc);
- Relevant OH&S material to read and sign an acknowledgement thereof (see **SECTION 4**);
- A copy of relevant policies, including **Statement of Purpose, Philosophy and Outcomes** and **Occupational Health, Safety and Welfare** (from **SECTION 1**) and **Code of Behaviour for Employees** (from **SECTION 2**);
- Personnel and financial systems: *Employee Time Sheet*, *Employee Travel Record Form* etc
- Report deadlines, key interagency meetings and any other relevant dates.

The HACC Development Officer also ensures:

- That the employee is given time to read the *Policy and Practice Manual* and the opportunity to ask any questions;
- That the employee knows the normal location of the *Policy and Practice Manual* and their need to adhere to it;
- That a personnel file is set up for the new employee and kept in a lockable filing cabinet.

When/if practicable, a handover is arranged with the previous occupant of the position.

Key Documents: *Staff Orientation Checklist, specific Job Advertisements & Interview Questions, Agreement of Employment, specific Job Descriptions, Employee Tax Declaration Form*

MANAGEMENT COMMITTEE APPROVAL: 10/2/10