



Recruitment Policy

Introduction

The success of All About You – Disability Services is dependent on the ability to attract employees and volunteers who align with the organisation's values and vision, and who can deliver quality outcomes within their work. Recruitment methods must be fair, efficient, and effective.

Purpose

The Recruitment Policy has been established to ensure All About You – Disability Services has the opportunity to attract the best available staff and volunteers for all vacant positions.

This policy relates to employment of all staff and volunteers other than the Managing Director.

Policy Statement

All About You – Disability Services is committed to providing high quality programs and services to the community. To support the achievement of this objective All About You – Disability Services recognise the importance of employing the most suitable applicant for all vacant positions.

All About You – Disability Services will ensure it has the best opportunity to attract the best available staff by broadly advertising (utilising social media; All About You – Disability Services' website and the SEEK job website) all vacant remunerated positions and volunteer vacancies.

All About You – Disability Services will take all reasonable steps to ensure that applicants can be safely entrusted with the duties of their position. The requirements are listed within the Position Description and the Employment Pack email.

All About You – Disability Services will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation. If a suitable applicant is not determined within the organisation, the position will then be advertised to the general public.

All About You – Disability Services is committed to providing a work environment that is free from harassment and discrimination. All recruitment and selection procedures and decisions will reflect All About You – Disability Services' commitment to providing equal opportunity, by assessing all potential candidates according to their skills, knowledge, qualifications, capabilities and lived experience. Regard will not be given to factors such as age, gender identity, marital status, race, religion, disability, faith, sexual preference or political opinions.

Procedures

Responsibilities

It shall be the responsibility of the Managing Director (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of the Managing Director to ensure that:

- the recruitment policies and procedures are known and adhered to accordingly;
- staffing levels for All About You – Disability Services are determined and authorised; and
- all roles have current position descriptions that specify role requirements.

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, the Managing Director should carefully consider the requirements for the position, including the necessary key skills, experience and qualifications.

If a position description does not exist for the available position, or if it requires revision, this will be the responsibility of the Managing Director.

Once the new position description or amendments have been drafted and finalised, it should be forwarded to All About You – Disability Services' administration for filing and inclusion in the Employment Pack email.

Internal Advertising

Where appropriate, All About You – Disability Services will advertise all vacancies internally. Exceptions to this rule may occur when:

- the position is of a specialised nature, and/or appropriately skilled candidates are not available within the organisation; or
- there is a need to make a direct appointment or promotion into the vacant position.

The Managing Director will be responsible for internal advertising. This will occur via email directly to the staff member determined appropriate for the particular role. The determination of the appropriate staff member is decided during the participant intake based on the needs and personality of the participant, and skill matching with a staff member who will be best equipped to meet those particular needs.

External Advertising

Where it is not possible to fill a position internally, or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks, on relevant websites, and through local employment services.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements will be decided upon by the Managing Director.

Screening Applicants

The Managing Director is responsible for screening all applications.

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Along with skills and knowledge, lived experience will also be considered highly during the screening process.

Prospective employees MUST have, or are responsible for obtaining, a:

- current Working With Vulnerable People card;
- National Disability Insurance Scheme (NDIS) Worker Clearance;
- National Police Check, no older than 6 months; and
- current Drivers Licence.

Prospective employees will be required to forward a copy of the relevant certificates and qualifications during the selection process phase. A first aid certificate will be required.

Previous employers and referees may be contacted for confirmation of work experience.

Conducting Interviews

The short-listing and interview process will be conducted by the Managing Director.

The interview will be informal and conducted at a local café. This technique is intended to encourage a more relaxed atmosphere where the prospective employee is offered the opportunity to feel more comfortable and be truer to their own identity in the interview. This enables the Managing Director to get to know the prospective employee and their personality in an effective manner.

All About You – Disability Services does not utilise a formal interview process or set of interview questions. The Managing Director obtains information, and gains an understanding of the person and their experience and skill set, through informal conversation and discussion of the role requirements.

New Starter Paperwork

If an internal candidate is selected, the Managing Director is required to notify the successful candidate and the current All About You – Disability Services' administration and staff members.

If an external candidate has been selected, the Managing Director is to make a verbal offer to the candidate.

All About You – Disability Services administration will issue an Employment Pack email to the new candidate. This email will provide all relevant paperwork required for employment with All About You – Disability Services, including:

- Letter of Employment
- Position Description
- Tax Declaration Form
- Superannuation Choice Form
- Timesheet
- Vehicle Inspection Checklist
- Policies and Procedure Signing Sheet
- Code of Conduct
- Incident Management and Reporting Policy
- Leave Request Form
- Training Request Form

The Letter of Employment requests the employee provide current copies of the following:

- Drivers Licence
- Working With Vulnerable People card
- Police Check
- Certificate of Currency (full-comprehensive car insurance)
- Any other certification or qualification held by the employee, relevant to the role

Once the Managing Director has received all required documentation, the process of organising support shifts and/or buddy shifts will begin.

The Managing Director is responsible for liaising with Administration to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Managing Director and/or Support Lead will undertake the Induction process with the new employee during which time the Induction Checklist will be completed to ensure the new employee is appropriately introduced into the organisation.

The Support Lead will create a Participant Folder for the new employee which will contain all the paperwork they require to undertake their duties.

Records and Correspondence

All contact regarding the position is to be directed through the Managing Director and Administration.

All employee information will be stored securely within Google Drive, with access limited to the Managing Director, Support Lead and Administration. Employees can request their information at any time.