

## A7A. HUMAN RESOURCE MANAGEMENT - ASSESSMENT

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| Content:    | Illawarra Aboriginal Corporation Policies and Procedures  |
| Version:    | 1.0   |
| Section:    | Home Care   |
| Applies To: | Board, Management and Staff of all IAC Home Care Services |
| Date:       | May 2014 (Review May 2017)                                |

### Background and Purpose

The IAC's Home Care policies articulate our aims, goals and philosophies in caring for our Elders. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that our Elders are afforded the best and most appropriate care and that we meet all of the requirements of the Department of Social Services.

### Principle

The IAC recognises and understands that the recruitment of carers and staff from culturally and linguistically diverse backgrounds is vital to mainstream cultural competency and diversity.

The IAC also recognises that the recruitment of supervisors should include an assessment of their capacity to lead teams and to create a positive care environment.

The IAC is committed to working with the Department of Social Services in an open and positive manner to ensure that appropriately skilled and experienced carers and staff are selected through fair and consistent processes.

### Our Commitment

*The IAC will:*

- ensure that our recruitment strategy is relevant to our circumstances and aims to promote stability and to retain staff and carers
- clearly articulate the skills and experience required for each position within the agency
- provide sufficient current information for prospective carers and staff about their responsibilities within the organisation to allow them to form their own views and decisions about working with the IAC
- ensure that the recruitment, assessment and selection processes, and employment conditions are fair and transparent and comply with relevant legislation and industry awards and are implemented consistently across the IAC

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### COMPLIANCE

*This policy complies with:*

- The Aged Care Act 1997
- Community Care Common Standards
- Home Care Package Program Guidelines

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### REFERENCES

*This policy should be read with:*

- Community Care Common Standards - Standard 1 - Effective Management - 1.7 Human Resources Management
- All Governance policies
- All Financial policies
- All Human Resources policies