

## AL12. SERVICE MANAGEMENT - RECRUITMENT

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Ability Links
Applies To:	Board, Management and Staff of all IAC Ability Links Services
Date:	August 2014 (Review August 2017)

### Background and Purpose

The IAC's Ability Links policies articulate our aims, goals and philosophies in providing services for people with disability, their families and their carers. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that people with disability, their families and their carers are afforded the best and most appropriate care and that we meet all of the requirements of Family and Community Services - Ageing Disability and Home Care.

### Principle

The IAC recognises and understands that the recruitment staff from culturally, ability 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 environment.

The IAC is committed to working with ADHC in an open and positive manner to ensure that appropriately skilled and experienced 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:*

- Disability Services Act 1993
- National Standards for Disability Services
- Community Care Common Standards

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### REFERENCES

*This policy should be read with:*

- National Standards for Disability Services- Standard 6– Service Management
- Community Care Common Standards - Standard 1 - Effective Management - 1.7 Human Resources Management
- All Governance policies
- All Financial policies
- All Human Resources policies