

	Recruitment Procedure Home Based Support Services	Procedure Number <i>CHC-PSW-0012</i>	Version Nos: 1
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1. Purpose

This Procedure is performed as a means of ensuring that Human Resource management processes are conducted in accordance with good employment practice and comply with relevant legislation by the West Coast District Health Board (WCDHB) Social Work Department.

2. Application/Responsibilities

This Procedure shall be followed by all WCDHB Social Work Department Social Workers & Field Workers.

3. Definitions

There are no definitions associated with this Procedure

4. Responsibility

For the purposes of this Procedure, all Social Work Department staff shall:

- Ensure they abide by the requirements of this Policy and Procedure

5. Resources Required

This Procedure requires no specific resources

6. Process

1.00 Recruitment

- 1.01 Applicants for Home Based Support work will contact the Field Worker in their area in the first instance.
- 1.02 The Field Worker will on receipt of such a request for employment, send out an application pack consisting of the WCDHB Personal Detail Form & Health & Safety Declaration Form and Job Description, and arrange for a formal interview.
- 1.03 The applicant will be given the opportunity to have a support person accompany them to the interview.

2.00 Selection

- 2.01 The selection process will include an interview using the formatted interview questions as developed by the WCDHB Recruitment Co-ordinator.
- 2.02 The Field Worker will chair the interview. Each applicant will be asked and given the opportunity to respond to the same questions.
- 2.03 Interview results will be recorded and reference checks will be completed and recorded on the WCDHB Reference check form. No referee is to be contacted without the prior consent of the applicant.

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- 2.04 The Client Care Plan must include any risks that might face workers.
- 2.05 If an applicant is considered suitable for employment they will be given the Employee Joining Form, Non-Disclosure Agreement Form and Tax Code Declaration pending final approval for employment being given by Human Resources..
- 2.06 All paper work is then forwarded to the WCDHB Recruitment Co-ordinator for action.

7. Precautions And Considerations

- The Social Work Department will follow a transparent and fair process for the recruitment and selection of its Home Based Support Staff..

8. References

There are no references associated with this procedure.

9. Related Documents

WCDHB – Human Resources Manual
WCDHB – Personal Details Form
WCDHB – Health & Safety Declaration Form
CHC – Relevant Job Descriptions
WCDHB – Appointment Details Form
WCDHB – Reference Check List
WCDHB – Employee Joining Form
WCDHB – Non-Disclosure Agreement Form
IRD – Tax Code Declaration Form

Revision History	Version:	2
	Developed By:	Supervising Social Worker
	Authorised By:	Supervising Social Worker
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