

Mansfield Autism Statewide Services Recruitment Policy and Procedures

MS1	MASS Staff	Recruitment Policy
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What this policy aims to do	Ensure that MASS recruits new employees based on merit, using a fair and transparent process
Who this policy applies to	The CEO and managers responsible for recruitment, selection, and appointment of staff as well as new staff commencing in a role with the organisation.
Who is responsible for carrying out this policy	The CEO and managers responsible for recruitment, selection, and appointment of staff
What words used in this policy mean	<p>'Recruitment' is the process of attracting, selecting, and appointing suitable people for roles within an organisation.</p> <p>'Police check' is a background check that is undertaken by the police to ascertain if the person has any prior record of illegal or inappropriate behaviour that makes them unsuitable or too high a risk for working with vulnerable people and/or children.</p> <p>'Working With Children' check is a mandatory Victorian Government check for all people involved in child related work.</p> <p>'NDIS Worker Screening Check' is a nationally consistent approach to regulation, including worker screening to minimise the risk of harm to people with disability from the people who work closely with them.</p> <p>'Victorian Register of Sexual Offenders' lists people who have been convicted of a sexual offence and are not permitted to be employed in child related work.</p>
Legislation this policy is based on	<p>National Disability Service Standards</p> <p>Victorian Human Services Standards</p> <p>Child Safe Standards</p> <p>Victorian DHS Workforce Capability Framework</p> <p>NDIS Safety Screening Policy for registered NDIS providers operating in Victoria</p> <p>Child, Youth and Families Act 2005</p> <p>NDIS Worker Screening Check NDIS Quality and Safeguards Commission (ndiscommission.gov.au)</p>

Other relevant policies	
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Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	29/5/2018	D Stephenson		Format update
1.2	01/10/2018	C Trenfield	S. Reeves	Content update
1.3	15/6/2020	D Stephenson		Annual Review, added COI requirement, added International Police Check requirements
1.4	21/07/2020	C Trenfield	S. Reeves	Added to Induction NDIS Worker Orientation Module from the NDIS Quality and Safeguards Commission site
1.5	19/11/2021	C Trenfield	S. Reeves	Added NDIS Worker Screening Check requirements and transitional arrangements. Added covid-19 vaccination requirements, removed Disability worker exclusion scheme checks as these have been replaced by the NDIS Worker Screening Checks, Changed Director to CEO
1.6	14/04/2023	C Trenfield	S Reeves	Annual Review, Removed COVID-19 Vaccination, Updated Template

RECRUITMENT POLICY

Recruitment Policy

The purpose of recruitment is to select the best person for a position. MASS will recruit new employees based on merit, using a fair and transparent process.

As far as possible this will take into account the preferences of clients and their families.

MASS is an Equal Opportunity Employer and will not discriminate against any applicant for a position, transfer, or promotion on the grounds of gender, race, disability, family structure, sexual orientation, religion or any other characteristic that is not relevant to an ability to do the job.

A Position Description describes the inherent requirements of the position to be performed. Selection Criteria describe the qualifications, competencies skills, knowledge, and experience, required to perform the inherent requirements of the position. Selection Criteria therefore form the basis of assessment of an applicant's capability to perform the inherent requirements of the position through the short-listing, interview and referee checking process.

MASS will make all job offers in writing, outlining the job, conditions of employment and remuneration - this offer is subject to satisfactory screening and checks and the candidate completing a form detailing any existing illness/injury.

MASS uses appropriate safety screening processes in staff recruitment, selection, and employment. Every person who is in direct contact with people supported by MASS, or who is a direct manager of these services, will be subject to a rigorous assessment of their suitability to ensure the rights and safety of clients, especially children, are upheld and protected.

