

## Elderly Chinese Home's Staffing Policy

The policy of the Home is that:

- Recruitment is only undertaken in respect to positions approved by the Member of Board/Manager following the evaluation of an identified and justified need for an additional/replacement staff member.
- The Home requires an appropriate balance and mix of skills/abilities/experience in order to meet the needs of both the residents and the organisation.

Such factors will be considered prior to the recruitment of any additional/replacement staff member.

- Selection is based on the applicant's relevant skills and experience, qualifications, potential, personal attributes and the capacity to commit to the shared values of the organisation and contribute to the organisation's success.

The Selection process will:

- be based on valid job related key selection criteria;
  - remain objective;
  - be adequately documented; and
  - provide written recommendations to justify the selection.
  - will be an advantage if the staff could speak a Chinese dialect being ethnic specific
  - all staff goes through a current legislative requirement of a Police Check and Statutory Declaration.
- Interviewing is a key component of the recruitment process.
  - The recruitment and selection process will be undertaken in accordance with relevant legislative requirements (e.g. Anti-discrimination Act).
  - Adequate documentation will be retained on all recruitment and selection activities and kept in a confidential and secure location for three months following completion of the recruitment/selection process.
  - The need for an additional/replacement staff member will be **identified** and **justified** by the Manager prior to the recruitment or replacement process.
  - The position requirements and position description must be reviewed prior to the recruitment process. Care must be taken to ensure that all requirements are job related and meet anti-discrimination and equal employment opportunity requirements as well as appropriately address the skill mix to meet the care needs of the residents.
  - The salary and employment conditions for the position will be considered and confirmed by management prior to the recruitment process.