



Easy Read: Human Resource Management



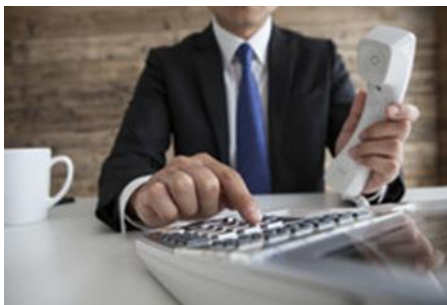
How do we hire staff?



We look at each candidates training, skill, standard of work and personal qualities to see if they will fit in with our team.



All candidates must give us a resume and 2 references



Each referee is asked 2 questions about the candidate:

Concerns about the person's ability to work with people with disabilities.

Or any complaints about the persons work.



Each candidate is asked questions around the requirements of the position they are applying for.



We do **not** ask about gender, age, relationship status, pregnancy, family responsibilities, racial or ethnic origins, disabilities, political stance, sexual preference or transgender status.

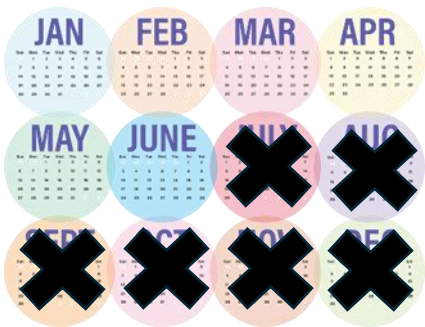


We will only ask these questions if it is a requirement for the service delivery, such as if a participant would prefer a certain gender or age bracket to provide services.

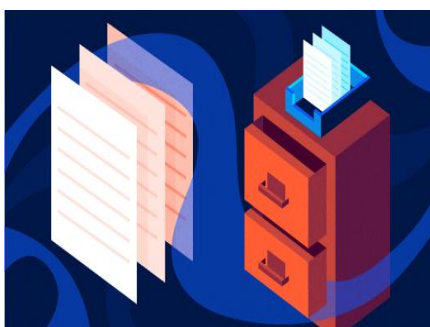
What happens if you are successful?



If you are successful we will provide you with employment documents to sign.



Once on board you are given probation of 6 months.



We will also ask that you complete required agreements and training. Please ask us for more information on this if you need it.



If you are unsuccessful we will tell
you via email.

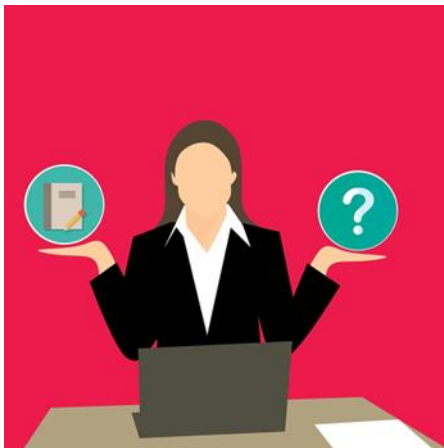
What happens after I am hired?



Once workers have done all checks and documents we will start your mandatory training.



We use AUSMED to make sure all policies and procedures are read and understood.



During intake we will make sure you know our processes including how to record your notes and input participant information into our database.



You will be trained in strengths based and person-centred practices.



You will be trained in cultural diversity.



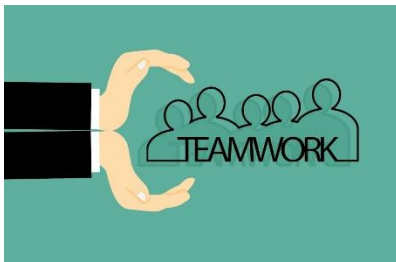
You must complete NDIS required training.



We will train you in crisis and emergency management and safety.



If there is other training you wish to do please ask your team leader how to do so.



We will ask that you attend supervision meetings.

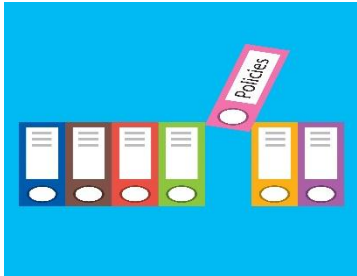


These meetings will be weekly fortnightly or monthly.



We pride ourselves on an open-door approach and want you to tell us when you need more support.

What happens if I do not do well?



We have procedures in place in the event of poor performance or **serious misconduct**.



Serious misconduct is when a staff member causes serious risk to the health and safety of another person.



Serious misconduct includes but is not limited to:

- Theft.
- Fraud.
- Assault.
- Being under the influence at work.
- Breach of confidentiality.



Poor performance includes but is not limited to:

- Lack of standard in work practices.
- Not following workplace rules and regulations.
- Unacceptable behaviour at work.
- Negatively impacting other workers.



A meeting will be held with all involved people to talk about the actions we are concerned about.



This meeting is considered your first and final warning if you are on probation.



If you do not improve then you may be let go.



If you are not on probation you will still receive the first meeting.



If you do not improve then you will be given an official written warning and asked to attend another meeting.



If this still continues we will give you a final written warning which will result in you being let go.

What happens when we end an employment?



We will contact you to have an exit interview.



We will inform relevant people that you no longer work for us.



Once this happens you must return all inclusion tree property.