

CALGARY FAMILY SERVICES

POLICY STATEMENT

Section: Human Resources

(Recruitment and Selection Practices)

Policy Number: HR-21

The Society is committed to providing equal opportunities to all qualified individuals by actively recruiting and selecting qualified personnel that represent a broad cross-section of the community.

The Society's human resources practices must adhere to all relevant municipal, provincial and federal laws, and support the principles advocated in the Alberta Human Rights, Citizenship and Multiculturalism Act.

The society will actively recruit, employ and promote qualified individuals without discriminating on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, sexual orientation, source of income or family status.

The society will recruit and select personnel based on objective qualifications such as education, skill, specialized training, professional credentials and past experience. Personal qualities that reflect the values, mission and vision of Calgary Family Services will also be used as selection criteria.

Counsellors providing direct service to clients require a minimum of a Bachelor of Social Work and related work experience deemed appropriate for the level of counselling interventions required.

To support the development and advancement of its employees, all job competitions within the Society will be posted internally in a timely fashion.

When required, the Society will use the services of internal or external resources to facilitate the interview process for applicants from minority language groups and applicants with hearing, speech or visual impairments.

The final selection process requires the applicant to provide references. All positions providing direct service to clients require the successful applicant to undergo a criminal record check. All positions providing direct service to children also require the successful applicant to undergo an Intervention Record Check. Precautions will be taken to ensure the completion of these checks prior to new staff being placed alone with clients.

Related Legislation: Alberta Employment Standards Code, Alberta Labour Relations Code and Alberta Human Rights, Citizenship and Multiculturalism Act

Related Policy and/or Procedure: Procedure PS-105-HR

Chief Executive Officer's Authorization: _____ Date: _____

Board of Directors' Approval: Chair: _____ Date: _____

Revised: January 2006