

COMMUNITY LIVING

Thunder Bay



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GENERAL MANUAL POLICY

APPROVED BY:

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CATEGORY: Human Resources

TOPIC: Qualifications for Employment

Page 1 of 2

POLICY

Applicants will be hired on the basis of need, experience, education/training and required skills for a specific position, to accomplish the best possible staffing and the efficient operation of the agency.

Qualifications for each job will be determined by qualifications identified in the job description.

PURPOSE:

1. To ensure that candidates for the positions have formal knowledge and experience in the Developmental Services field.

Initial: KJP

GENERAL MANUAL PROCEDURE

TOPIC: Qualifications for Employment

Page 2 of 2

PROCEDURE:

1. Prospective employees are required to submit a resume. All applications are reviewed on the basis of experience, qualifications, references and the current needs of the organization.

Qualifications for a permanent Support Worker are a university degree or college diploma in Human or Community Services from a publicly accredited post secondary institution.
Experience is an asset.

Lesser qualified candidates, such as students, may be considered if they are in the process of completing the educational requirement.

2. Only prospective candidates with the required qualifications will be contacted for an interview.