South Sudanese Christian Welfare Association (SSCWA)

Staff Recruitment and Screening Policy

Purpose:

This policy outlines the principles and procedures for staff recruitment and screening within the South Sudanese Christian Welfare Association (SSCWA) in Victoria, Australia. It is designed to ensure that all recruitment processes are fair, transparent, and consistent with Victoria's legal and regulatory requirements.

1. Equal Opportunity and Non-Discrimination:

SSCWA is committed to creating an inclusive work environment, free from discrimination, harassment, and bias. We comply with the Equal Opportunity Act 2010 (Vic), ensuring all individuals have equal access to employment opportunities, regardless of race, gender, age, religion, disability, or other protected characteristics.

2. Recruitment Process:

- Job Advertising: All job opportunities will be publicly advertised to attract a diverse pool of candidates, utilizing platforms accessible to the South Sudanese community as well as broader public forums.

- Position Description: A detailed position description will be provided, outlining the essential job responsibilities, skills, and experience required for each role.

- Application Procedure: Candidates will submit a resume and cover letter. SSCWA ensures that all applicants are assessed solely based on merit and qualifications relevant to the role.

3. Screening and Background Checks:

- Police Checks: For roles involving direct work with vulnerable groups, such as children and the elderly, all candidates must undergo a National Police Check, as per the Worker Screening Act 2020 (Vic).

- Working with Children Check (WWCC): Roles that involve working with children require a valid WWCC in compliance with Victoria’s Working with Children Act 2005.

- Reference Checks: Reference checks will be conducted with at least two previous employers or professional references to verify the candidate’s skills, reliability, and character.

4. Privacy and Confidentiality:

SSCWA is committed to protecting candidates' personal information in accordance with the Privacy and Data Protection Act 2014 (Vic). All recruitment records are confidential and securely stored, accessible only to authorized personnel involved in the hiring process.

5. Interview Process:

- Interview Panel: An interview panel comprising at least two members will conduct structured interviews, asking the same questions of all candidates to ensure fairness and consistency.

- Evaluation Criteria: Candidates will be evaluated against specific criteria aligned with the position description, including relevant experience, skills, and cultural fit within the SSCWA community.

6. Induction and Training:

Successful candidates will undergo an induction and orientation process, introducing them to SSCWA’s values, policies, and procedures. Training on child safety, anti-discrimination, and workplace conduct will be provided to foster a safe and respectful work environment.

7. Monitoring and Review:

This policy will be reviewed annually to ensure compliance with Victorian legislation and best practices in recruitment and screening.

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| **Version number** | **Date approved** | **Approved by** | **Amendments made** |
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