

# Section III

## Part 2

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### Recruitment: Hiring, Promoting and Moving Around

#### Recruiting at the CLS

Positions at the CLS are filled through internal posting and external recruitment. Coordinators and/or Directors inform Employee Services of vacancies. Permanent positions are posted internally through the Recruitment Hotline and on the CLS website. Positions may also be advertised externally. External applicants to the CLS are screened on an ongoing basis. All potential applicants to the CLS must be referred to Employee Services for interview. To ensure new employees have the required qualifications, no team member is hired without the prior approval of the Director of Employee Services.

When Employee Services has matched the qualifications (i.e. skills, abilities, personality and temperament) of candidates with the specific requirements of the work location, the names of potential community living counsellors or coordinators are forwarded to the Coordinator and/or Director who then contacts the candidates for an interview.

#### The Interview Process

Coordinators are responsible for arranging further interviews with candidates to assess their qualifications and suitability in terms of the specific requirements of the position available. Prospective employees may be invited to spend time with the individuals and the team. This allows the Coordinator, the supported individual(s) and their personal networks (if desired), input into the recruiting process. It also gives the candidate an opportunity to assess their own response to the employment opportunity.

The interview can be scheduled separately from the visit or can be combined with the visit. Prospective employees are not paid for their time spent at the house or vocational centre as part of the interview process.

## The Hiring Decision

After the interview has taken place the Coordinator makes the final hiring decision and informs Employee Services of their decision immediately to ensure all the necessary paperwork is completed. If the Coordinator does not choose a candidate they advise Employee Services immediately.

When an employee is hired the appointment is to the Community Living Society and not to the specific residence or vocational centre.

## Filling Vacancies

When a vacancy occurs or a new position is created we endeavour to inform you so if you are interested you may apply. We post all permanent positions on the Recruitment Hotline at 604-451-5748 Ext. 555 and on the CLS website at [www.cls-bc.org](http://www.cls-bc.org). Coordinators also receive postings in their weekly email from the office which should be printed and placed in the Employee Communication binder. We may advertise the position externally at the same time. Selection for vacancies will be based on your qualifications including skills, knowledge, experience, work performance and match with the individuals.

If you are interested in a transfer or a promotion to another location or position you should inform Employee Services in writing of your interest. When a position becomes available, Employee Services will review your qualifications along with those of other candidates. The interview procedures for promotions or transfers will be the same as described above in “The Interview Process”.

## Promotions

If you are successful in obtaining a position, which is a promotion, the appropriate Directors must approve the effective date of your promotion. This will be done via completion of an Employee Acceptance form and will also be documented in a letter. Once signed, both of these form amendments to your original employment agreement with the CLS. (*See also Section III, Part 3.*)

If you have been promoted to a Coordinator position at a location that is licensed, the Licensing Officer responsible for the area must also approve of your suitability. Your Director will help you in this regard and provide information on the licensing process.

## The Trial Period

The trial period applies to existing employees who have accepted a promotion to a supervisory position. If you accept a promotion, you will have a six-month trial period in your new position. During this time your work performance in the new position will be assessed. In order to be recommended as being suitable for your new position you must meet the job requirements in each category assessed.

If you are promoted to a supervisory position, your old position will be held for you for the duration of the trial period. If you feel this is not the right fit for you or we find you do not meet the performance expectations of the position, you can return to your previously held position.

## Relocation

When you are hired, you are hired to the CLS and not to a specific residence or vocational centre, even though you may begin your employment with a specific team and may spend many years supporting the same individual(s). This is because, in certain circumstances, a relocation may be in the best interests of the individuals supported, yourself and/or the CLS. In the event a contract is lost, for example, this provision may be in your best interest.

## Personal Relationships at Work

This policy is designed to protect your interests as well as those of your co-workers, the individuals you support and their family members. It is intended to provide safeguards against allegations that you may have compromised your professionalism or may be in a conflict of interest because of a personal relationship you have with someone with whom you work. CLS does not hire family members of individuals we support into any paid position with the organization.

### Conflict of Interest

Personal relationships at work may include:

- Immediate family relationships such as spouse, parent, sibling.
- More extended family relationships such as cousin, aunt, step-relations.
- Sexual relationships.
- Close friendships either with the person or the person's relative(s).

- Employees who are named in legal agreements (e.g., a Representation Agreement) and who can act on behalf of an individual who is served by CLS.

Employees who are related (either directly or indirectly) cannot work in a supervisory/employee relationship at CLS. When hired, members of the same family, other relatives and friends are actively discouraged from working at the same work location. The CLS reserves the right to relocate family members or friends who are not suited to work together at the same location.

If you are involved in a personal relationship at work you must disclose this to your immediate supervisor(s). If you are unsure about whether a relationship you are involved in should be disclosed then seek guidance, in confidence, from your supervisor(s) or someone in Employee Services.

We recognize that personal relationships do develop at work. This policy does not intend to discourage you from engaging in a personal relationship; however, it is important that you avoid a conflict of interest. Examples of relationships that may involve a conflict of interest are:

- A relationship between a Coordinator or Assistant Coordinator and a member of the team for which they are responsible.
- A relationship between an interview panel members and an applicant for a position.
- A relationship between two employees who work on the same team.
- A legal relationship between an employee and an individuals supported by CLS such as being named as a Representative in an individual's Representation Agreement.

If you disclose a personal relationship and it is decided that a potential conflict of interest arises then Employee Services will relocate one of the employees to another work location. Employees who are in a legal relationship with an individual supported by CLS cannot work directly with that individual.

We hope that you understand the practical need for this policy. If you are found to be involved in a personal relationship that has resulted in a conflict of interest then disciplinary action may be taken.

### **Your Behaviour and Personal Relationships at Work**

It is important that any personal relationship you have at work does

not interfere with the smooth and professional operation of your team or make anyone feel uncomfortable. This means that, although you have disclosed your relationship whatever that may be, it should remain transparent to your co-workers and the individuals you support. Your professional behaviour will include:

- Limiting non-work related personal contact, both verbal and physical, with the person while you are at work.
- Limiting the times you are scheduled to work together either on the same shift or on the same activity team (vocational).
- Limiting the times you meet while at work, and providing support to anyone, if you work in different locations either residential or vocational.
- Removing yourself from any personnel issues that the person may be involved in unless you are directly involved yourself.

CLS employees know the meaning of professional conduct and how important it is to be focused on the individuals and we expect that, if you are involved in a personal relationship with someone, you will behave in such a way that most people around you would be unaware that the relationship exists.

## References

When you provide us with references, all information we obtain relating to your prior employment record remains confidential.

Should you desire a written employment reference when you leave us please refer to *Section III, Part 7*.

## The Recruitment Hotline & Website

The Recruitment Hotline & CLS Website are key ways for you to learn about employment opportunities within the CLS. Both the Hotline & Website are updated on a regular basis and most Community Living Counsellor, Coordinator, Assistant Coordinator and Office positions are advertised there.



**Recruitment Hotline**

**604.451.5748 Ext 555**

**CLS Website:**

**[www.cls-bc.org](http://www.cls-bc.org)**