



Recruitment & Selection Policy

Volunteer Alliance recruitment and selection strategies are non-discriminatory and adhere to equal opportunity employment principles and practices.

Volunteers will be recruited for specific designated positions only, and clear job descriptions will be provided. Volunteer roles are not intended to replace or undermine paid staff but are aimed at supporting and complementing paid staff roles.

Volunteer placement will be decided on the volunteer's possession of appropriate skills and abilities for the role. Selection process will include the ability of the potential volunteer to commit to a minimum of six months service and the ability to work semi- autonomously .

Volunteers will be appropriately and adequately informed of :

- Expectations, rights and responsibilities associated with their role;
- The organizational structure of the service and its lines of accountability;
- The requirements and processes associated with recruitment;
- Relevant policies procedures and work forms including workplace health and safety requirements and any other legal or statutory requirements.

Placement of volunteers will be within reasonable time frame – target time is a maximum of 5 weeks from interview.

Reference checks will be undertaken. Referees should be in a position to comment knowledgeably about volunteer's character and their ability to carry out the role. Friends or family members are not regarded as appropriate referees for this purpose.

Police checks are required for all volunteers doing face to face work with clients or who are accessing confidential information.

Under 17 year olds must be accompanied by a responsible adult who has a current Police Clearance when doing face-to-face work with clients.

There will be a trial period of 3 consecutive sessions before volunteer is permanently placed.

An orientation / induction session will be held as soon as practicable after joining the service. The orientation may include:

- ◇ Introductions to staff and other volunteers;
- ◇ A guided tour of the building;
- ◇ Fire evacuation procedures;
- ◇ First aid provision;
- ◇ Volunteer training and meeting schedule;
- ◇ Volunteer management systems;
- ◇ Work conditions and entitlements and any service's policies that affect the volunteer.