

<b>Document Reference Number</b>	<b>8.0 Recruitment</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL CEO & Support and Development Team	<b>Document approved by</b>	DCIL CEO & DCIL Board Members
<b>Approval date</b>	November 2020	<b>Revision date</b>	November 2023
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL uses best recruitment practice to select the staff with the most appropriate personal qualities, experience/qualifications, competencies and skills.**

### **PURPOSE:**

To ensure that DCIL attain the staff who are most suitable to meeting the needs of the service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 8.0.1 DCIL identifies the competencies and personal attributes required of staff involved in providing support to the Core Team and recruits accordingly.
- 8.0.2 DCIL is consulted on the appropriate skills and expertise of staff and contributes to the development of their job descriptions.
- 8.0.3 Garda vetting is carried out on staff and volunteers with direct access to the individuals and references are taken up before they start working in the DCIL service. Confirmation is obtained of their identity and qualifications.
- 8.0.4 All staff has written job descriptions and a copy of their terms and conditions of employment prior to taking up post.
- 8.0.5 Job descriptions for staff that provide support to Leaders state the requirement that staff establish and maintain relationships with individuals that are based on respect and equality and that promote their independence.

- 8.0.6 Outside of the DCIL Core team, Leaders are free to employ a Personal Assistant of their choice. We do not encourage Leaders employing family members.
- 8.0.7 If Leaders need help with finding an appropriate PA for them, DCIL will assist and support with this.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
Recruitment Act 2004

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in November 2023 by the DCIL Support & Development Team and CEO of DCIL.