

4.1 LIFE SHARING NETWORK PROVIDER RECRUITMENT

POLICY

Life Sharing Network providers shall be recruited as needed. A number of methods will be used to advertise available Life Sharing Network Provider contracts, such as (but not limited to) advertising in local newspapers the BACI website, and word of mouth. Recruitment information shall not contain the name of the adult/youth who is requesting services.

PROCEDURE

The Recruitment Process: Contractors

- > Applicants shall be required to provide prior employment history and references, and complete an extensive application to rate their support skills, and their commitment to supporting an adult/youth to be an active and valued member of the community.
- > Applicants successfully completing the first step shall have a home study interview. The interview shall take place at the applicant's home, and will consist of both an interview and inspection of the home and surrounding neighbourhood amenities.
- > Applicants successfully completing the second step shall be introduced to the individual and their family. The individual and their family shall interview the applicant in the manner that they choose. This might include meeting and talking about the applicant's qualifications and values, sharing a meal or participating in an activity with the applicant, viewing the applicant's home, and meeting people living in the applicant's home.
- > The applicant that is awarded the contract shall be required to read and sign the Life Sharing Network contract. Successful applicants and all adult family members living in the home shall be required to complete a criminal records check and drivers abstract.

The Recruitment Process: Sub-Contractors

Full-time Life Sharing Network Providers are entitled to sub-contract for respite support. The full-time Life Sharing Network Provider will be responsible for recruiting and screening their own sub-contractors. They will ensure that all sub-contractors complete both a criminal records check and drivers abstract, and copies of these documents shall be provided to the Manager or Assistant Manager of Life Sharing Network. Before using a sub-contractor, the individual receiving support and their family members must be offered the opportunity to be

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introduced to the potential sub-contractor, and have the choice whether to accept or reject the services of the potential sub-contractor.