

MacKillop Family Services

OHC-P-051: Home Based Carer Recruitment Procedure

1. PURPOSE

To ensure that MacKillop has a well-trained and competent pool of caregivers to provide safe and positive care for children and young people who are placed in Home Based Care.

2. SCOPE

Home Based Care Staff, Community Relations Unit and Manager Foster Care Recruitment and Development

3. DEFINITIONS

Nil

4. PROCEDURE

4.1 Develop a whole of organisation annual caregiver recruitment plan based on an assessment of:

- Current needs
- Unmet need
- Potential future need

4.2 Develop specific regional caregiver recruitment plans that link to the organisational plan but include any additional requirements identified regionally (Circle Program Carers/ Disability Specific Carers).

4.3 Organise an annual program of recruitment strategies that can include but not be limited to:

- Media (radio/ local newspapers/ advertising)
- Targeted mail outs
- Speaking at public events

- Tables and displays at community events
- Information nights

4.4 Develop a recruitment calendar that is linked to broader regional and state-wide recruitment strategies organised by peak bodies.

4.5 Evaluate the plan and strategies after six months to ensure its effectiveness and revise as required.

REFERENCES