

ORIENTATION AND COMMENCEMENT OF EMPLOYMENT

PURPOSE:

To ensure a smooth transition into employment with Breakaway Toowoomba Inc., where sufficient information is provided prior to and during the commencement period of work.

SCOPE:

- Method of induction
- Induction package

POLICY:

1. All staff will be inducted into Breakaway Toowoomba Inc. and their position at commencement of employment.
2. The commencement of employment for all new employees will be structured and facilitated by the Executive Officer who will designate the appropriate supervisor to be responsible for any support worker induction. Induction of administration staff will be undertaken by the Executive Officer and will follow the procedure outlined below.
3. All staff will receive an Induction package, which will contain standard information regarding Breakaway Toowoomba Inc. and Job Specific information
4. Orientation will cover:
 - 4.1 Information pertaining to the people being supported and other relevant positions.
 - 4.2 Employment forms and documentation;
 - 4.3 Information regarding the structure of the service and the different types of respite offered by Breakaway Toowoomba Inc.
 - 4.4 Mission, vision, values, beliefs, policies, procedures of Breakaway Toowoomba Inc.
 - 4.5 The position description, including role and responsibilities, and level of authority and duties.
 - 4.6 Inter relationships with other positions/people being supported.

Reviewed: 11th January 2010

1

Approved:.....

Ratified by Management Committee: 21st January 2010

Review Date: January 2011

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