



# STAFF HIRING - GENERAL QUALIFICATIONS

## WHAT IS DIFFERENT?

**Language Skills:** Staff must be skilled in listening, reading, writing and speaking. At a minimum, they should be equivalent to Canadian Language Benchmark (CLB) Level 5 for speaking and listening and Level 4 for reading and writing.

**Age of Volunteers:** Minimum age of volunteers has been raised from 16 to 18 years of age. Co-op/practicum students are recognized as being different from volunteers. They are enrolled in an academic program and are permitted to work in a CNC setting because they are under the supervision of an instructor from their academic institution.

**Health Assessments:** Timelines have been revised. You are now required to have a record of health assessment that is completed no more than 3 months prior to hiring for staff and volunteers.

**Staff Tuberculosis Testing:** TB testing every two years is no longer required. The new requirement asks you to consult with your public health office to establish the standard for initial and ongoing TB testing.

**Background Checks:** Many programs already conduct a Criminal Records Check for working with a vulnerable population. This is now a requirement and is to be completed not more than six (6) months prior to the date of commencement with the program. As well, staff must now provide evidence every three (3) years thereafter that confirms their ability to work with a vulnerable population.

## WHY IS IT IMPORTANT?

**Language Skills:** For the health and safety of children, staff must be able to communicate with parents, children, colleagues and other professionals. In case of emergency, staff may need to read a child's records to check for allergies, describe to emergency workers what has happened, or talk to professionals who are specialists in particular areas. Staff also needs language skills to participate in training and benefit from professional development opportunities.

**Age of Volunteers:** Volunteers must be mature enough to work in the program, and it is essential for programs to ensure volunteers do not pose a risk. One way to manage volunteer risk is through a Criminal Records Check. There are minimum age requirements to have a Criminal Records Check.



**Health Assessments:** It is important to ensure staff and volunteers are able to carry out their duties and not put the health of others at risk. A staff health assessment completed no more than three (3) months prior to the date of commencement with the program safeguards children and other staff. **Staff Tuberculosis Testing:** The requirement for TB testing was changed following consultation with the Public Health Agency of Canada. The change was made to recognize TB control rests with provincial/territorial authorities, and that standards and requirements differ across the country.

**Criminal Records Check (CRC):** In recent years, awareness of the value of background checks has increased, as technology has made large, searchable data bases possible. Changes reflected in the requirements recognize these advancements, and help to ensure you have the most current information about the people working with the children in your care.

## IMPLEMENTATION

### Language Skills:

- Become familiar with the skills required in the CLB levels.
- In an interview, pay special attention to the individual's ability to communicate. If you are in doubt about that ability, ask if the individual has had language training or a language skills assessment and, if so, what level was achieved.
- Establish a procedure for responding when the individual's skills do not appear to meet the requirements.

### Age of Volunteers:

- Ensure all of your volunteers are a minimum of 18 years of age.

### Health Assessments:

- Contact your public health office to be sure you understand the standards for adult immunization in your area.
- When hiring a CNC staff member or volunteer, establish a procedure to acquire a record of a health assessment that is no more than 3 months old.
- Establish a procedure for updating staff and volunteer health assessments (immunization records), as required by your local public health office.



- A health assessment must be signed by a medical practitioner, and show that the staff member or volunteer meets the public health standards of your province/territory for immunization and TB control.
- If the assessment is completed no more than 3 months prior to the date of commencement with the program, you can feel confident that you are using the most current information. It is important to note that “commencement with the program” means working with the children.

### **Staff Tuberculosis Testing:**

Contact the public health office to develop a procedure based on their recommendations for TB testing. Ensure you have a record that states the staff member or volunteer is free of active TB and that the record was not obtained more than 3 months prior to the date of commencement with the program when the individual begins to work with the children.

### **Background Checks:**

- Establish written policies and procedures for carrying out background checks
- Where necessary consult with local authorities to ensure that they are in agreement with the policies.
- A CRC should be no more than 6 months old when a staff member or volunteer starts to work directly with the children.
- The CRC should be done for “working with vulnerable populations”; this particular type of check provides information that, based on history, identifies any issues the prospective staff might have in working with young children.
- All staff and volunteers must obtain a CRC for working with vulnerable populations every three (3) years after starting to work with the program.

**NOTE:** Be aware that a Criminal Records Check only provides a snapshot of what has happened in the past. You need to conduct a full background check for CNC staff.

## **SUPPORTING DOCUMENTS**

- Sample Public Health Consultation Documentation



- CNC Staff Job Descriptions

## REQUIREMENTS

### 5-1 GENERAL STAFF REQUIREMENTS

#### Language

- a. All staff working directly with the children and counted in the staff: child ratio have language skills in English (or French) at the equivalent of at least Canadian Language Benchmarks Level 5 for speaking and listening and Level 4 for reading and writing.

#### Age

- b. All staff working directly with the children and counted in the staff: child ratio, and all volunteers, except coop/practicum students, are eighteen (18) years of age or older.

#### Health

- c. For each staff member or volunteer who works directly with the children, the ISO has on file
  1. A record of a health assessment that
    - A. Is completed not more than three (3) months prior to the date of commencement with the program and before working with the children;
    - B. Includes evidence that the person has complied with the province's/territory's immunization and tuberculosis control programs; and
    - C. Is signed by a medical practitioner.
  2. Evidence that the staff member or volunteer continues to comply with the province's/territory's immunization and tuberculosis control programs as required by the local public health office.

#### Background Checks

- d. The program develops and follows written policies and procedures for carrying out background checks that include procedures for



1. Initiating background checks;
  2. Assessing and retaining the results; and
  3. Addressing issues related to the hiring process
- e. Background checks include but are not limited to
1. A criminal records check, including a vulnerable sector search.
  2. A child abuse registry check, where available.
  3. A review of references.
- f. The criminal records check and, where available, child abuse registry check are completed
1. Before a staff member or volunteer works directly with the children and not more than six (6) months prior to the date of commencement with the program; and
  2. Every three (3) years after the date of commencement with the program.
- g. Current and prospective staff members and volunteers who work directly with the children are informed of the policies and procedures.