

1.7.9	POSITION DESCRIPTIONS POLICY
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Applies to: Board Members, All Staff and Volunteers
Specific responsibility: CEO

Version: 1
Date approved:
Next review date:

Policy context: This policy relates to	
Standards or other external requirements	Home Care Standards, Tasmanian Quality and Safety Standards,
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

Meals on Wheels will prepare a Position Description for all paid staff positions within the service and may prepare Duty Statements for other positions including volunteer positions as required. Before employing new or replacement staff it is necessary to have a clear understanding of the role the staff member will play in the service. Clarity of expectations and obligations is also required as is a clearly defined reporting function.

Position Descriptions can be found appended to this policy or are available upon request from the State Office. These are living documents and must be reviewed periodically and with any change in role or duties and whenever a vacancy occurs and recruitment is required.

Once a job description has been drawn up or the existing one thoroughly reviewed and approved by the Board, it can be used as a base for a job advertisement with its selection criteria built into the short-listing and later selection process. Those applications who do not meet the essential criteria should not be interviewed.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			