

Hiring New Staff HR.H15

Regulation(s): None
L-Tag(s): None

POLICY: Lifesong Hospice and Palliative Care is an equal opportunity employer that hires an individual based on his/her qualifications and ability to meet the essential functions of the position for which s/he has applied.

PROCEDURE:

1. Applicants for positions at Lifesong Hospice and Palliative Care are required to complete an application for employment and be interviewed by the Administrator or appropriate supervisor.
2. Any misrepresentations, falsifications, or material omissions during the application process may result in the hospice's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.
3. If candidates from within the hospice are to be considered for position openings, the job will be posted in a prominent location.
4. If candidates from outside the hospice are needed, recruitment methods appropriate to fill positions are used.
5. Former employees who left the hospice in good standing may be considered for rehire.
6. During the hiring process, applicants are informed of necessary requirements for employment, including but not limited to:
 - a. a valid driver's license and proof of insurance per State requirements (if applicable);
 - b. copy of current license or certification if position requires license or certification;
 - c. background checks
 - d. proof of US immigration status; and
 - e. TB test within last 12 months for all staff.
7. Attempts are made to recruit staff and volunteers who reflect the variety and diversity of the communities served by the hospice.
8. The Administrator is responsible for overseeing the non-discriminatory process for recruiting and hiring all employees.

Created:	Reviewed:	Revised:	Effective:
7/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: