

# **THE COUNSELING SOURCE, INC.**

## **POLICY AND PROCEDURE**

**TITLE:** Recruitment and Employment Practices

**PURPOSE:** To ensure that recruitment and employment practices consistently demonstrate nondiscrimination based on race, ethnicity, religion, disability, gender, sexual orientation, age, nation of origin, and any other protected classes.

**POLICY:** Recruitment and hiring of employees will be conducted in a manner that allows any potential candidates with the required qualifications and experience to apply and be considered for employment.

**PROCEDURE:**

- Job openings will be accessible to all potential applicants through on-line job posting agencies, and through direct mail to licensed clinicians.
- Potential applicants will be required to submit a resume to be considered for employment.
- The resume will be reviewed by the Executive Director for required licensure (when appropriate), skills and related experience.
- When appropriateness for the open position is determined, the Executive Director will schedule the applicant for an interview.
- A senior clinical staff member in addition to the Executive Director may also interview the applicant.
- A criminal background check will be obtained.
- Decision to hire will be based on applicant's qualifications to perform job duties as outlined in job description.

**REFERENCED STANDARDS AND REGULATIONS:**

CARF Behavioral Health Standards Manual

**REVIEWED:** March 2018

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David F. Turner, Ph.D., Executive Director