

March 23, 2020

Hi Everyone,

The screening of prospective employees for our Residential Contracted Agencies will continue to occur at the Centralized Services Hub. Given the pressing need for Agencies to screen staff quickly we have adapted the screening process for the period of the current pandemic. Ideally this process should ensure that Agencies will receive screening results within 5 business days and will be in effect immediately.

- Agencies **should be** submitting the screening referral to the CSH PRIOR to completing the interview process as this will expedite the hiring process.
- The only individuals that would need to be interviewed would be those that were a “screen-in”.
- The Agency would indicate that the request was URGENT by E-Mail to the CSH.HUC.General.Enquiries@gov.bc.ca email.
- The CSH will prioritize these applications.
- The screening would be done to policy standards: full Child Welfare history review and CCRC (Comprehensive Criminal Record Check).
- Should a prospective employee be deemed “hireable” the supported Risk-Management plan will be for the Agency to hire the individual, complete the SRAT (Self Report Audit Tool) and submit the CRRA (Criminal Record Review Act).
- The Agency must then ensure that the individual is working with full supervision until the CRRA is returned and indicates no concerns.
- The CSH will contact the Agency if any new information comes to light that indicates an individual cannot maintain their employment at the Agency.

For questions or concerns, please contact:

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- Director of Operations: Diane Rivers: Diane.Rivers@gov.bc.ca

Sincerely,
Diane

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