

CENTRAL REGION RESPITE SOCIETY – SCREENING PROCESS

Criminal Record Check:

Residents of Halifax, Dartmouth and Bedford are required to have their checks performed by the Halifax Regional Police Service. This can be done at the Halifax Shopping Centre, Gottingen Street, Mount Hope Avenue or Convoy Run stations.

Residents of Cole Harbour, Eastern Passage, Sackville, Tantallon and remaining areas in the HRM are required to have their checks performed by the RCMP and can do so at local area detachments.

Please remember to indicate your consent to a “Children and Vulnerable Persons Sector Search” when requesting your Criminal Record Check at your local police service. **CRRS must receive the stamped original Criminal Record Check form** (photocopies are not acceptable) for verification, but it will be returned to you.

Child Abuse Register Check:

CRRS will provide you with the Child Abuse Register’s **Consent to Disclosure of Information** form at the interview. The results of the search are confidential and agency specific and therefore a new search must be completed with our information on the form, even if you have recently completed a Child Abuse Register Check for another agency or organization. **You must provide a valid Driver’s License and Health Card to complete the form.**

Professional Reference Checks:

You will need to provide (at least) two professional references. Please ensure these individuals are aware that you are applying for work and are available to give a reference for you. Letters of recommendation from your previous employers are preferred. **We will need current contact information (phone and e-mail) for all your references.**

Previous experience supporting individuals with intellectual disabilities is preferred but not required. Referrals are based on the skills and abilities of the workers as well as the needs of the family and their family member. Workers with limited experience will be referred to families where there is a reasonable expectation that the worker can meet the needs and care requirements of the client.