**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Human Resources |
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| Date Created: | November 2008 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

# Position Descriptions

**Policy:**

It is the policy of this organization that each employee will receive a position description upon their hiring or transfer to a new position. These position descriptions will be kept up to date.

**Procedure:**

Upon hiring, each employee will receive a position description of the position for which they have been hired.

The employee will be required to review and sign one copy of their position description. This signed copy will be retained in the employees Human Resources file.

If the employees position description changes significantly enough to warrant a new position description, one will be provided by the Director. The new position description will supersede any previous ones and one copy will be signed by the employee and retained in her Human Resources file.

If an employee transfers to a new position within the counselling centre, a new position description will be provided by the Director. The employee will be required to review and sign one copy of the new position description. The signed copy will be retained in the employee’s Personnel file.

The position descriptions will be used during the regular performance review process.