

HUMAN RESOURCE DEPARTMENT

Hiring Process Overview

How to get started

To apply for any positions at Pivot Point please go to www.pivotpoint.ca and complete the form under the "Apply Now" option in the footer. Be sure to attach your resume and cover letter, adding each document separately.

**Please note that due to the high volume of applicants we process each month, candidates will only be contacted if they are suitable for an interview.*

Group Interviews are held once per month and can be attended in person or via conference call. Dates and times will be sent to you via email if you are invited to attend.

Orientation & Training

All new staff members are integrated into Pivot Point through the following steps:

1. Obtain Online Access (CareWebs)
2. Upload Required Employment Documents
3. Attend Tier 1 Training
4. On-the-job Training (Shadow Shifts, Observation Session, & Regional Rounds)
5. NVCPI Training & Emergency First Aid/CPR Training

1: Obtain Online Access (Carewebs)

Individuals invited to join Pivot Point will be sent a 'Welcome to the team!' email outlining how to log into CareWebs which is your portal into your own HR file in Pivot Point.

In CareWebs, you will be able to find information about your clients and upcoming staff training events, communicate with other Pivot Point staff, access our File Cabinet and online training modules, and submit your timesheets.

You will also have access to your HR File which will let you upload all of your required documentation.

2: Upload Required Employment Documents

Once you have logged into CareWebs, you are required to read some documents, as well as download, print, fill out, sign, and upload the documents required to complete your HR file.

Ideally, each page of documents you sign will be scanned with a computer scanner. However, if you don't have access to a flatbed scanner, many phone apps offer excellent scanning options.



3: Attend Tier 1 Training

All frontline staff members are required to attend ABA 101 & Administrative Training. (credentialed professionals are only required to attend the administrative portion of the training).

ABA101 Training

ABA 101 (Applied Behaviour Analysis) training is the clinical basis of the work you will be doing with clients. This training is conducted by our Behaviour Consultants who share with you industry Best Practices and Pivot Point procedures and systems to help you succeed in your work with us.

Administrative Training

Administrative Training focuses on internal policies and procedures, helping you understand your role, responsibilities and boundaries of your work. Some time is spent on how to navigate Carewebs.

4: On-the-job Training (Shadow Shifts, Observation Session & Regional Rounds)

Shadow Shifts

After you have successfully completed Tier 1 Training and all of your employment documents have been confirmed as uploaded by HR, your Regional Manager (RM) and Program Assistants (PA's) will contact you to invite you to join the team at Regional Rounds and to start scheduling Shadow Shifts.

You are required to complete two (2) Shadow Shifts where you observe an experienced BI/CCW performing their duties.

Observation Session

You are required to conduct a session with a client while being observed by a Behaviour Consultant. This is your first opportunity for direct feedback on your job performance.

Regional Rounds

One evening per month, you team meets for *Regional Rounds* to discuss progress and concerns regarding clients. You are required to attend every *Regional Rounds* meeting.

5. Emergency First Aid/CPR Training and Non Violent Crisis Intervention Training

First Aid Training:

All staff are required to have Emergency First Aid / CPR training that is current within three (3) years. There are several providers in your region who offer this training. You have up to six (6) months to submit proof of training to HR@pivotpoint.ca.

NVCPI Training:

All staff are required to complete NVCPI (Non-violent Crisis Physical Intervention) training directly through Pivot Point. Training is offered to staff every six (6) months.



Contact Us Today

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