

# SKILLS TO ENABLE PEOPLE & COMMUNITIES

## LEADER APPLICATION PROCESS

The process followed when a person contacts STEPS about being a STEPS Skills Program Leader (STEPS Skills Program Leader Information sheet) is:

1. STEPS Skills Program Volunteer Leader Information Kit and Application Form sent to interested person.
2. Orientation to STEPS Skills Program by STEPS staff as necessary- Phone or email.
3. Leader Application Form completed and sent to STEPS
4. Leader Application Form assessed - eligibility to enter leader screening process determined.
5. If eligible to continue, go to 6. If ineligible, go to 10.
6. Do personal or phone interview with Applicant:
  - Discuss interest in brain injury/ stroke and reasons for wanting to become a STEPS Skills Leader.
  - Discuss STEPS Skills Program Leader Role Description. Rate understanding of same.
  - Clarify extent of commitment to STEPS Skills Program. Discuss STEPS hope of group continuing in the future, after STEPS program has finished. Discuss leader's attitude to this.
7. Referee checks- 1 personal, 1 business
8. Agreement to ongoing communication with STEPS supervisor and local 'supporter' where applicable.
9. Complete the Volunteer Agreement form with STEPS supervisor
10. IF ACCEPTED,
  - Advise the person that their application has been accepted.
- IF REJECTED,
  - Advise the person that their application has been rejected and reasons why.

