



**Creating  
Excellence  
Together**

## **SEEKING CREATING EXCELLENCE TOGETHER (CET) ACCREDITATION TEAM LEADERS AND TEAM MEMBERS**

### **ACDS welcomes qualified CET Accreditation Team Leaders and Team Members.**

The primary work of Team Leaders and Team Members, also known as CET Surveyors, is to record survey information that determines Accreditation for the surveyed service provider.

**Team Leaders** preside over the CET Accreditation surveys and are responsible for summarizing the data in a final report. Team Leaders will be offered a [contract](#) with ACDS to lead the survey team.

**Team Members** work under the guidance of Team Leaders. Their employers are given compensation for their salary through an honorarium that is calculated on the number of survey days. This is meant to help offset the staff member's salary or can be taken in the form of a credit towards future surveyor training or ACDS conferences.

### **This is an excellent opportunity for both staff and service providers.**

For staff, participating in CET Surveys can be a professional development opportunity that will build their sector knowledge, skill-base, and expertise in specific areas. Surveys can also help staff develop a far-reaching network of like-minded workers in the Community Disability Services (CDS) sector.

For service providers, staff who are CET Accreditation Surveyors bring fresh knowledge and quality assurance expertise back to your organization and become an invaluable asset as you prepare for your own CET surveys. Among other things, their surveying work can give them insight on innovations in service delivery.

### **Team Leaders and Team Members:**

- Will be offered comprehensive training
- Can offer their expertise in their area of interest
- Can conduct most surveys remotely, and be assured of health and safety protocols if working on-site

#### **Key attributes**

- Management or leadership experience
- At least 5 years of experience working in the CDS sector
- Excellent communication and documentation skills
- Expert skills using Windows 10 or newer and Microsoft Office 2016 or Office 365
- Proficiency using digital tools, online cloud apps, and video and audioconference software

In addition, Team Leaders will need some previous experience as a CET Team Member.

For more information and a link to application/reference forms, check out ACDS' online pages:

- [Become a Team Leader](#) and [Team Leader Qualifications](#)
- [Become a Team Member](#) and [Team Member Qualifications](#)

