

BENCO
Agency
POLICIES AND PROCEDURES

SUBJECT: APPLICATION FOR EMPLOYMENT, BACKGROUND CHECKS, EXECUTIVE DIRECTOR AND GENERAL EMPLOYEE QUALIFICATION AND PERSONNEL FILES AND QUALIFICATION RECORDS

OAR: 411-323-0050 (5) (6) (7) (8) AND (9)

POLICY: Benco has policies regarding agency management and personnel practices.

PROCEDURE:

- Application for Employment:
 - **(5)** The application at Benco does inquire as to whether an applicant has had any founded reports of substantiated adult abuse.
- Background Checks:
 - **(6)** All Benco employees, will have an approved background check in accordance with OAR 407-007-0200 to 407-007-0370 and ORS 181.534.
- Executive Director Qualifications:
 - **(7)** Benco must be operated under the supervision of an Executive Director who has a minimum of a bachelor's degree and two years of experience, including supervision, in intellectual or developmental disabilities, mental health, rehabilitation, social services, or a related field. Six years of experience in the identified fields may be substituted for a degree.
- General Employee Qualifications:
 - **(8) a-b** Any employee providing services to individuals must meet the following criteria: be at least 18 years of age; consent to and pass a background check by the State as described in OAR 407-007-0200 to 407-007-0370 and section (6) of this rule, and be free of convictions or founded allegations of abuse by the State.
 - **(A-B)** Background rechecks must be performed biannually, or as needed, if a report of criminal activity has been received by the State. A subject individual as defined in OAR 407-007-0210 may be approved

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for one position to work in multiple locations within the qualified entity as defined in OAR 407-007-0210. The background check request form must be completed by the subject individual to show intent to work at various locations. Background re-checks will be performed any time an employee changes positions within Benco.

- **c-e** If hired on or after July 28, 2009, the employee will not have been convicted of any of the disqualifying crimes listed in OAR 407-007-0275; all employees must be legally eligible to work in the United States; hold a current, valid, and unrestricted professional license or certification where services and supervision requires specific professional education, training, and skill.
- **f-l** All employees must understand requirements of maintaining confidentiality and safeguarding individual information; be literate and capable of understanding written and oral orders; be able to communicate with individuals, health care providers, Service Coordinators, and appropriate others.
- **j-l** All employees must be able to respond to emergency situations at all times; be certified in CPR and First Aid by a certified trainer within 30 days of employment; and receive 12 hours of job-related in-service training annually.
- **m-n** All employees must have clear job responsibilities as described in a current signed and dated job description; and if transporting individuals, be in compliance with the laws of the Department of Motor Vehicles.
- Personnel Files and Qualification Records:
 - **(9) a-d** Benco must maintain up-to-date written job descriptions for all employees, as well as a file available to the State that includes written documentation of the following: written documentation proving that references and qualifications were checked; written documentation by the State of an approved background check as defined in OAR 407-007-0210; written documentation of employee notification of mandatory abuse training and reporter status prior to supervising individuals and annually thereafter; written documentation of any complaints filed against the employee and the results of the complaint process, including, if any, disciplinary action.

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- **f-h** Each employee will have written documentation of any founded report of substantiated adult abuse; written documentation of 12 hours of job-related in-service training annually and documentation that the employee has been certified in CPR and First Aid by a certified trainer within 30 days of employment and that certification is kept current. Each employee will have written documentation of operating vehicles that transport individuals, documentation of a valid license to drive and proof of vehicle insurance in compliance with the laws of the Department of Motor Vehicles.

Approved By: Kristen Gregory
Kristen Gregory, Benco Board President

Date: 4/20/17