

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) (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.
  - (e) Background check will be performed on any employee defined by OAR 407-007-0210 at least biennially.
  - (f) An employee as defined in OAR 407-007-0210 may be approved for one position to work in multiple locations within a qualified entity as defined in OAR 407-007-0210. The background Check Request Form will be completed by the employee to show intent to work at various locations.
  
- Background checks (7):
  - (a) Background checks for any employee defined by OAR 40-007-0010 who is employed or contracted by Benco to provide care in a residential training facility as defined in ORS 443.400 will have an approved background check in accordance with the following:
    - (A) OAR 407-007-000 through 407-007-0100.
    - (B) OAR 407-007-0400 through 407-007-0460.
    - (C) ORS 181.200 and
    - (D) ORS 409.027.
  - (b) Benco may not use public funds to support, in any capacity, any subject individual defined by OAR 407-007-0010 who is ineligible under OAR 407-007-0445.
  - (c) Background checks will be performed on any employee defined by OAR 407-007-0010 at least biennially.

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- Executive Director Qualifications:
  - (8) 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:
  - (9) a-b Any employee providing services to individuals must meet the following criteria:
    - (a) be at least 18 years of age.
    - (b) Be legally eligible to work in the United States
    - (c) Hold a current, valid, and unrestricted professional license or certification where services and supervision require specific - professional education, training, and skill.
    - (d) Understand requirements of maintaining confidentiality and safeguarding individual information.
    - (e) Not be on the list of excluded or debarred providers maintained by the Office of the Inspector General.
    - (f) Be literate and capable of understanding written and oral orders.
    - (g) Be able to communicate with individuals, health care providers, Service Coordinators, and appropriate others.
    - (h) Be able to respond to emergency situations at all times services are being delivered.
    - (i) Be certified in CPR and First Aid by a recognized training agency within 90 calendar days of employment.
    - (j) Receive 12 hours of job-related in-service training annually.
    - (k) Have clear job responsibilities as described in a current signed job description.

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- (l) If transporting individuals, have a valid driver's license and vehicle insurance in compliance with the laws of the Department of Motor Vehicles.
- (m) Additional qualifications required by applicable program rules for the employee of an agency endorsed to those rules.
- Personnel Files and Qualification Records (10):
  - (a) Written documentation that references and qualifications were checked.
  - (b) Written documentation by Benco of an approved background check in accordance with section (7) of this rule.
  - (c) Written documentation of employee notification of mandatory abuse training and reporter status prior to delivering services and annually thereafter.
  - (d) Written documentation of any complaints filed against the employee and the results of the complaint process, including, if any, disciplinary action.
  - (e) Written documentation of any founded report of child abuse or substantiated adult abuse.
  - (f) Written documentation of 12 hours of job-related in-service training annually.
  - (g) Documentation the employee has been certified in CPR and First Aid by a recognized training agency within 90 calendar days of employment and certification is kept current.
  - (h) For employees operating vehicles that transport individuals, documentation of a valid driver's license and proof of vehicle insurance in compliance with the laws of the Department of Motor Vehicles.

Approved By: \_\_\_\_\_

Julie Hansen, Benco Board President

Date: \_\_\_\_\_

8/17/23