

**BENCO  
Personnel Manual**

**CORE COMPETENCY**

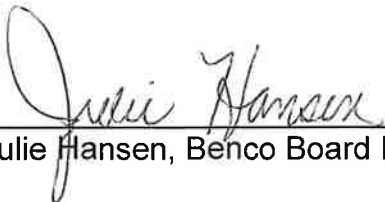
All new or rehired employees at Benco receive basic orientation and training within the first 90 days of employment. This training covers health, safety, rights, values, personal regard, as described in the Oregon State Core Competencies for Direct Support Professionals as well as Benco's mission statement.

Methods for this training include classroom work as well as on-the-job training for program specific and resident specific applications. Trainers use a combination of written materials, videos, discussions and group activities and online training. The employee will be required to complete Oregon's State Core Competency training within 60 days of the employees hire date.

All training is competency based. All new employees are expected to reach a level of proficiency for a task, not merely attend a training session. A supervisor or designated trainer, with completed core competency training, will evaluate the skills of the employee by observation in the work setting, review of work samples, interview, or other appropriate means. Both the trainer and the employee will initial that the competency is met. Competencies will be evaluated before the employee works unassisted, as identified in the Core Competency Training Plan.

Employees who do not meet the standards for a particular competency will receive additional training and support until such time the employee can meet the standard. If a new employee cannot meet a competency, then a specific plan will be made for that employee. That plan may include: adjusting the work tasks, adapting the environment, providing additional employee support, or termination of employment from Benco. Any such changes to core competencies will be noted in the employee's personnel file and on the phase packets.

Upon completion of core competency training the documents will be filed in the employee's personnel file.

Approved By:   
Julie Hansen, Benco Board President

Date: 10/17/24