



Holy Cross Health  
Montgomery Community College

Recruitment Information Session

December 7, 2022



# Talent Acquisition Team

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## Holy Cross Health – Brief History

### Holy Cross Health

- Holy Cross Health – a not-for-profit, Catholic health system with particular emphasis on underserved and vulnerable populations. We consist of two hospitals and four health centers.
- Nearly 3,885 colleagues, more than 2,069 community-based physicians and 167 volunteers.
- A member of Trinity Health (5<sup>th</sup> Largest healthcare system in the nation) that serves people and communities in 25 states from coast to coast with 88 hospitals, and 131 continuing care facilities. Trinity employs approximately 115,000 colleagues.

### Holy Cross Health's Mission & Core Values

- We, Holy Cross Health and Trinity Health, serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities. We carry out this mission in our communities through our commitment to be the most trusted provider of health care services.
- Our core values are Reverence, Commitment to those who are poor, Safety, Justice, Stewardship, and Integrity.



## Holy Cross Health Locations

### Holy Cross Hospital, 1500 Forest Glen Road, Silver Spring, MD

- Holy Cross Hospital is one of the largest hospitals in Maryland, founded 55 years ago.
- 443-bed, 501(c)(3) not-for-profit teaching hospital caring for more than 248,000\* patients each year.

### Holy Cross Germantown Hospital, 19801 Observation Drive, Germantown, MD

- Holy Cross Hospital Germantown opened October 1, 2014. The hospital offers emergency, medical, surgical, obstetric, and psychiatric care, along with a medical office building.
- First new hospital to be built in Montgomery County in 35 years.
- First hospital in the nation to reside on a community college campus.

## Holy Cross Health Locations, cont.

### Holy Cross Health Centers

- The Holy Cross Health Centers are primary care medical centers providing affordably priced health care services to uninsured adults at least 18 years of age. There are four locations:

Holy Cross Health Center in Aspen Hill,  
Holy Cross Health Center in Gaithersburg  
Holy Cross Health Center in Silver Spring  
Holy Cross Health Center in Germantown

13415 Connecticut Ave – Suite 100 Silver Spring  
220 Perry Pkwy - Unit 5, Gaithersburg, MD  
7987 Georgia Avenue, Silver Spring  
12800 Middlebrook Road - Suite 206 Germantown

### Holy Cross Health, 10720 Columbia Pike, Silver Spring

- Holy Cross Health's Columbia Pike location houses system offices, including:
  - Payroll
  - Accounting
  - Community Health
  - Holy Cross Health Foundation
  - Finance
  - Medical Records
  - Holy Cross Home & Hospice

Holy Cross Health also possess Primary Care Sites, Dialysis Centers, Radiation Treatment Centers, Nursing and Rehabilitation Center and Education and Wellness Centers throughout Montgomery County



## Recruitment/Talent Acquisition - Hiring Statement

### **Building the Most Valuable Team in Health Care**

“Our team is committed to creating a healthier future for everyone – especially those who are compassionate experts who together, are committed to becoming the most trusted health partner for life. This is our promise to you.

If you’re a talented and dedicated professional with a passion for helping your community thrive, we think you’ll fit in perfectly here.”

[Trinity-health.org](http://Trinity-health.org)



## Career Opportunities

- **Administrative/Clerical** Health Unit Coordinator, Patient Registrar, Receptionist, Switchboard Operator, Insurance Verification Representative, Secretary
- **Support Services** Food Service Cashier, Food Service Worker, Cook, Environmental Service, Driver, Protective Services Officer, Supply Chain Management Tech, Linen Tech
- **Patient Care Support** Medical Lab Technologist, Phlebotomy Tech, Certified Nursing Assistant, Certified Pharmacy Technician, Patient Transporter, Certified Medical Assistant, Emergency Technician and Sterile Processing Technician, Surgical Technologist, Monitor Tech,
- **Nursing Professionals** Registered Nurse, Nurse Practitioner
- **Allied Health** Pharmacist, Physical & Occupational Therapist, Physical Therapy Aide, Radiology Technician (Angio, CT, Ultrasound, etc.), Respiratory Therapist, Dietitian
- **Professional** Accountant, Medical Coders, Health Informatics Specialist



# Application Process

- Complete necessary research on the organization (mission, vision, core values)
- Preview the job posting and description (location, shift, etc.)
- Ensure you have completed your application in its entirety
  - Resume is strongly preferred to show work history & education (dates, title, etc.)
- If you choose to include a cover letter, make it one page that summarizes your key points.

# Holy Cross Health - Application Process

## Steps to apply for a job:

1. Go to [HolyCrossHealth.org/careers](http://HolyCrossHealth.org/careers)
2. Under Dr. Coots welcome video; click on **Holy Cross Health Jobs** button.
3. On the left of the Trinity Health “Search Jobs” page, type a **Keyword** or make selection from the **Job Type** drop-down menu. (There is not a “see all” jobs options.)
5. Make sure the third entry field says “**Holy Cross Health,**” **not** Holy Cross Hospital (which refers to a site in Florida).
6. Click the **Search** button.
7. Click the **View Details and Apply** button for any position that interest you.
8. View the job description.
9. Click the **Apply** button at the top or bottom of the Job Description page.

10. If you’re new to this site, click the **Create Account** button and follow the prompts. If you already have an account with us, type your email address and password and click the **Sign In** button.

11. A “My Information” application appears on your screen. Read and complete the application questions. You’ll have an opportunity to upload your resume and complete application questions.

12. Carefully read and complete the “Personal Information Disclosure,” “Terms and Conditions,” and “Self-Identify” sections. Be sure to acknowledge that you have read these sections.

13. Upon completing and submitting your application, you’ll receive a confirmation email.

## To check on your application status and sign up for job alerts:

1. Log on to [www.holycrosshealth.org/careers](http://www.holycrosshealth.org/careers)
2. Click on the “Careers” tab at the top of the page
3. Click on “Sign In”



# Recruitment Process

- Submit a completed application with resume
- Recruiter reviews your application to determine eligibility for the role
- Virtual HR interview invitation submitted to applicant via email
- Virtual HR interview conducted – “Getting to know YOU!”
- Once HR interview is completed, if endorsed, recruiter schedules interview with hiring manager
  - Interviews are held in person with manager in the designated department.
  - Be on time, with copies of your resume and be professionally dressed
- If manager approval, offer is formally extended to applicant to start the onboarding process
  - Onboarding Paperwork is sent to applicant via email
- Onboarding Process
  - Background Checks (education, references & criminal history)
  - New Hire Health Assessment
    - Drug Screening (Urine)
    - Vaccinations/Immunizations – Flu & COVID 19 required
    - TB Skins (Two Step Process) & other mandatory tasks
  - New Colleague On-boarding – email, ID badge, etc.
  - New Colleague Orientation – Held on Monday virtually from home or in person in the department



## Benefits

- Minimum wage \$17.00 per hour
- Healthcare Coverage starts first day of employment
- Generous paid time off that supports work/life balance
- Free Parking
- Tuition Reimbursement
- Student loan forgiveness through Fiducius
- Discounts at national and local merchants through Trinity PerksSpot
- Colleague Assistance Programs
- 403B Retirement Plan
- Host of additional benefits

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Questions?

Thank you for allowing us to present today.