



Candidate Information Sheet

Who We Are:

Mission:

In the Franciscan spirit of valuing the gift of life in all its transitions, our mission is to provide an environment of Compassion, Competence and the Celebration of Life to all entrusted to this community of care.

Vision:

As a service of Marymount Health Care Systems, sponsored by the Sisters of St. Joseph of the third order of St. Joseph of the Third Order of St. Francis, we commit ourselves to the creation of a life-enhancing environment for The Village at Marymount.

Our Culture:

At The Village at Marymount, our employees are our most valuable asset. We are respectful, courteous and truly work as a team. Ideas are welcomed and encouraged. We work hard together and are determined to see our mission lived out every day we come to work.

Employee Benefits

PTO (Paid Time Off):

Paid Time Off, or PTO is provided for each employee (with the exception of the PRN status) and accumulates at a rate dependent on their position status. The rate of PTO will be discussed in New Hire Orientation.

Benefits:

Employees working a minimum of twenty (20) hours per week or more are eligible to receive Medical, Dental, Vision, 401K, Life Insurance, Short Term Disability Benefits. Rates are based on employment status, and most benefits begin after the first ninety (90) days of employment, on the first (1st) of the following month.

Employee Assistance Program:

Our employees are all eligible for an Employee Assistance Program, which is a professional, confidential support on any of the following: life-balance services, solution-oriented counseling, childcare & adoption services, financial & legal consultations and eldercare support.

Employee Care Fund:

For qualifying staff members, financial assistance is provided up to \$250.00 per annum. Approval is required for this, however the hope is that we can provide for those in need of financial support funding as well as having the option of food pantry access if needed.

Employee Development:

It is our priority to ensure that our employees are receiving the type of development they need professionally as well as personally. Throughout the year, certain courses are offered onsite for CEU credits (please note that some CEUs will need to be done off site on your one's own time). We also have vendors from various organizations come out to train on personal finances and other topics.



Employee Appreciation Events

Franciscan Spirit Award:

Each month, employees can be nominated for the Franciscan Spirit Award. This award is for one employee who is truly living out our mission at the Village at Marymount with Compassion, Competence, and the Celebration of Life to all entrusted to this community of Care. The monthly award winner receives a \$100.00 Giant Eagle Gift Card. At the end of the year, each monthly winner is put in a drawing for the annual award winner and will win \$1,000.00.

Departmental Appreciation:

In effort to show appreciation for the work that each department does, a selected department will receive a team luncheon and is thanked for their hard work. The following day, the department is treated to a dessert as well.

Company Events:

Each year, the Village at Marymount likes to celebrate employees through various different events. Some of those include a Christmas Party and Summer time cookouts.

Uniforms/Dress Code

Dress Code:

Administration & Management: Business Casual

Nursing: Scrubs (RN & LPN-All White, STNA-White & Hunter Green)

Marymount Place: Nurses or Care Assistants can wear any type of scrubs

Therapy: All Black, or Royal Blue

Food Services: Black Scrubs

Housekeeping: White or dark blue top with black or blue bottom scrubs.

Maintenance: Blue Uniforms

Social Services & Activities Staff: Business Casual

Professional Dress & Appearance:

-Hair color must be a natural color

-Piercings must be limited to one earring per ear, other piercings must be covered or removed during work hours

-Tattoos must not be visible

-Nails must be no longer than ¼ of an inch past the finger tip

-Shoes must be skid free in Food Services, Nursing, and Housekeeping positions.

Our Next Steps

Once all interviews are complete, the interviewing team will make a final decision as to your status. Should an offer be received, all candidates will be required to do a background check, physical and drug screening. Orientations are offered every other week on Tuesdays, beginning at 8:15am.

The Village at Marymount
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