**Employer Solutions Team Guest Speaker: Inova Hospital Systems – Karl Dillinger**

* **Hiring Requirements**
  + MUST have high school diploma verification. Could provide college degree instead.
  + Criminal background check- Takes about 3 weeks to clear.: role-specific issues (ie stealing money if handling money) are a problem but otherwise may be able to discuss. Drug screen is very black and white – They do a 10 point drug screen, marijuana is still a barrier drug.
  + COVID Vaccination: 2 covid doses and the booster are required
  + Patient Access and Warehouse are entry level roles. IT and HR require experience.
* **Patient Access Associate positions:** 180 openings, most positions are full time 40 hours per week, but the part-time positions are harder to fill so they are in-demand.
  + HS diploma and 1 year of customer service (flexible: food service, lifeguard, retail, etc)
  + Level I $17-19 could be a little lower or higher, Level 2 is 21-22, Level 3 is 22-24 I believe (Level 2 or 3 may require Bachelors Degree or experience, see postings)
  + Training, full-time during the day for EPIC EMR systems is required
* **Clinical Technicians – Hiring for 30+**  
  Must do a 6 week paid training. Very entry-level, good for candidates who may want to get into being a nurse. Clinical technicians are hospital shift positions.
* **Medical Assistants** always in demand, very hard to find. These are outpatient positions (daytime hours in doctors offices). **No longer require a CCMA.**
* **Warehouse** always hiring

**Please Prescreen Candidates For:**

* COVID Vaccinations
* Reliability/dependability
* Work-ready
* Transportation to the work site (most positions are on-site, remote positions are clearly marked in the job description)

**Recommendations for Success:**

* Energy – Can tell enthusiasm from the phone screen, remind candidates that phone screen is an interview – Karl can tell within 5 minutes if someone is interested and committed.
* Make sure the candidates have questions – they only want curious people
* Encourage people who graduate from college not to shoot for the stars right away, can start low and move up quickly
* Have them apply first and then send a recommendation with the title and their resume, indicating they were prescreened, to Karl. Please cc Eliza or Mike so we can keep track of how many referrals are being sent from EST for metrics.

**FAQs**

**Shifts:** All Doctors Offices positions are day shift M-F between 8am – 5pm (Outpatient)

Hospital Positions: Have various shifts, more flexibility, weekends and options for overnight

**Language:** Spanish is the only language needed, their community clinics see 97% Spanish speaking patients. Only about 5% of positions are bilingual so Spanish is not required for Inova referral, but they should be sent directly to Karl notifying them they are bilingual as the demand is high.