



**Medizin Mobil**

## Integration Concept

**1. Integration Management:** Medizin Mobil commits to a fair integration of its international employee, with no distinction of race, nationality, sex, ideas and age. The International Recruitment Office of Medizin Mobil will be your partner in your rise and stay in Germany, guiding you through the whole process, from applying to our jobs to your registration of qualification and beyond, with professional help and advice.

**2. Preparation after the recruitment:** Medizin Mobil International Recruitment Activity (MMIRD) will guide you through the signing of the job contract, the visa process and the registration process. A communication channel must be established to proof weekly how the matter is evolving. A checklist will be sent with all the things which must be done and MMIRD will contact you regularly to ask you about the process. Medizin Mobil will take over most of the ordeal through a fast-track visa process (see Medizin Mobil Checklist).

**3. First days in Hannover:** Your arrival in Hannover Germany in Medizin Mobil will be managed by our MMIRD, with a transfer from airport/railway station to your accommodation, which you'll get from the very first day of your stay. On the next day you'll have an appointment in our MMIRD office to sort out the rent contract, the next appointments for the settlement in Hannover (bank account, telephone, registration, ecc.) and the working plan of your first month regarding job and Kenntnisprüfung training. You'll be given also advices and suggestions about the life in Hannover. On the day after you'll start working and your training will begin, you'll receive our "Einarbeitung" concept with a map of your working development, what you need to know and everything else to know your working environment.

**4. Relocation help:** Moving to another country is never easy, especially if your stay is to be considered long. That's why MMIRD will help you with your relocation, with a storage of your luggage and baggage which you can send us before rising to Germany, in order for you to avoid an unpleasant trip and high storage cost on the plane. Your stuff will be then moved at your accommodation when you arrive. All our accommodation are in a WG (Wohngemeinschaft) formula, that means, you'll be living in a 3-4 people shared flat but in a single room. The flat is fully furniture (a part from the TV) so no costs for laundry, furniture, etc. should occur, if something should get broken it will be fixed/substituted by our janitors. The rent will be taken from your salary (as you need a rent contract and a registration to stay in Germany), when you get your salary, no payments are from you directly due (usually the rent must be paid on the 1<sup>st</sup> of the month), as we get the money, when you get the money. The total cost of the accommodation is 350€ inclusive of: water, electricity, heating, city tax and internet. The rent contract lasts usually one year, with the possibility to renew it for a further year. You can move out with one month notice (until the end of

the current month) and MMIRD will help you finding an accommodation on your own (advices, reference letters, contact with landlords, checking rent contracts, etc.).

**5. Mentoring and Tutoring:** On the job you'll be guided to learn all the basics and the details of a job, which you might already know, but it's different somehow; you'll be also guided and trained on the job to pass the practical part of the Kenntnisprüfung exam (if it is required). You'll receive all the material you need to navigate your first months in your new working place.

**6. Registration process:** Your registration as a nurse (Anerkennung) will be managed by our MMIRD. It will be evaluated case by case together with you and together will be chosen the best and quickest path to reach our main goal (see Checklist for further info about the registration process). If the path will be a "Kenntnisprüfung" exam then you'll be registered in an external school to train for the oral part of the test. The practical part will be prepared directly on the job through our mentoring program. The training should take 6 months and after that you should be able to pass the test. **IMPORTANT:** you are allowed only 2 trials to pass the test, after that you won't be granted any registration any time. MMIRD will be available for questions, doubts and problems.

**7. First Training (Einarbeitung):** your first month as a nurse assistant (the job you must do until your registration) as well as your first month after the registration are considered "Einarbeitung" the operative training which will allow you to level up with your German colleagues. These trainings are already established and in written form so you can check at any time how far you are in the process. Your supervisor will be always there to guide you and help you with eventual problems or question you might have. Of course our operative training will be tailored to what it means being a foreigner working abroad, focusing and the cultural differences, language barriers and trying to learn from each other.

**8. Team Building:** Medizin Mobil is a family, born as a family from a family and lives and breathes like one. We try to keep our team together, not just inside the departments, but all together. Each department organizes events, meetings, even parties to keep the mood as good as it could be. A meeting for all the new employee is periodically set, to meet and greet all our new members and to have a display of all Medizin Mobil could offer. Every year a big party is given and paid by our Medizin Mobil boss, mr. Vogelsang for all the company, with food, entertaining and fun for everybody until late in the night! Do you have ideas on how you would like to tight your team bond? We would gladly hear from you.

**9. Developing Your Skills:** Medizin Mobil will promote your self-fulfillment and development with a program of fort- and weiterbildung qualifications, to help your progress in your career as a nurse. Ask for advices to your PDL supervisor or to the MMIRD. The development will be paid by the company in full and even the time you spend at school instead of working, will be paid on your regular salary basis, in order for you not to lose any money during your qualification.

**10. Conflict Resolution:** Conflicts and Problems might occur, especially in the first months, when everything is new and unknown, between colleagues, flat mates, etc. The MMIRD as well as your supervisor will always be there to listen to you and to try to find a solution. Most of the times, being far from home, not being yet able to work according to your qualification and having to learn and work at the same time, amplifies all the feelings and emotions, creating problems, where usually there none. That's why we will try to understand your matters and together with common sense and patience, we will find a solution.

**11. Society Integration:** Medizin Mobil already set meetings and events inside the company to help people socialize and bond together. Outside the job Germany is not the easiest place to make friends. That's why we will try to inform you about everything that could be for you interesting, happening in the city, like churches, concerts, communities, events, etc.

**12. Termination of the Job Relationship:** We would love to keep all our employees until their pension and beyond, but sometimes we must part ways, for a number of reasons. We would like to make clear that, independently from the reason of our parting, our door remains always open and we would be glad to have you back, if you decide so. We don't take it personally, even if it might hurt seeing you go, we understand the urge to trying something else or to move on with life. But we will be there if you want us back in your life.

**13. Fair and Transparent Recruitment Process:** During the whole process, before the signature of your contract, after such signature, before and after your come to Germany and during your stay and job relationship to us, we will commit to a full transparency and fairness, in order for you to be sure that you will always be informed about what's going on and everything for you will be carried out in your interest and protecting your rights as a person in Germany. You can at any time ask about information on anything about you in the company and we will keep you informed during every part of every process.

**14. Language Development:** Even if you think, after the B2 certificate and the registration process, that your German would be good enough, it is not! We will try to promote your language skills daily on the job and to advise you in eventual extra German course, which could help you in better integrate in the German society.

**15. Let's not forget your Family:** if you have a family in your country, it is not very likely that you can bring it with you, once you first move to Germany. In most of the cases, you will have to first settle down and then apply for them to reach you. We will try to help you with the process, as long as it is allowed. Once here, we fully understand that quality time with your family is as much important as the job itself, that's why we will keep an eye on your shifts, in order to fit with your family life in the best way. That means, trying to adjust your shifts, in order to be home when you are needed, giving you holiday when schools are out on breaks and allowing you to spend as much time as possible with your family.