

## **Additional information for applicants to the Elderly and Healthcare Sector in Lolland Municipality.**

### **Terms of employment in Lolland Municipality.**

#### **Working hours with attractive work-life balance.**

The average working week is 37 hours or by appointment. You will work rotating shifts and receive special allowances for shifts between 5 pm and 6 am and on weekends and public holidays. The person in charge of personnel-on-duty planning will try to accommodate your requests for shifts, changes, etc., as much as possible.

#### **Paid days off and continuous competence development.**

Employees at Lolland Municipality are entitled to 5 weeks of paid holiday (from second year of employment 6 weeks), special holiday allowance, paid maternity leave, paid lunch break, extra annual days off from the age of 58, and if you have children, you are also entitled to 2 annual days off per child up to and including the year in which the child turns 7 years of age. In addition, you are entitled to full pay during your illness and the right to take time off with full pay during the child's first and second sick days if daily operations allow for this.

Lolland Municipality gives priority to the employees' professional development, and it can take the form of workplace training, shorter or longer courses or even formal education, during which you will be eligible for an education grant instead of ordinary salary. You will have recurring conversations with your leader, where you can discuss competency development.

#### **Monthly salary secured by Danish collective agreements.**

From mid-September when you start your employment, you will receive a monthly salary paid in arrears.

Salaries are regulated by collective agreements between the Danish municipalities and the trade union and are adjusted now and then to compensate for inflation. The pay consists of a basic salary and possible additional salary for undertaking special tasks or for shifts outside of normal working hours (evenings, nights, weekends, holidays).

Your job title and basic salary will depend on your level of formal qualifications, experience, and competences. The minimum monthly basic pay *before* tax is the following (as per October 2023):

Job title: "Ikke-uddannet social- og sundhedspersonale", that is Social and healthcare personnel skilled at a level below European Qualification Framework (EQF) level 3.

- DKK 22,151 = approx. EUR 2,971. After 5 months waiting period + 13% pension.

Job title: "Plejemedhjælper", that is a skilled carer with a background that equals the Danish vocational education and training programme for "Social- og sundhedshjælper", EQF level 3.

- DKK 24,733 = approx. EUR 3,318 + 13% pension.

Job title: "Sundhedsmedhjælper", that is a healthcare assistant with a background that equals the Danish vocational education and training programme for "Social- og sundhedsassistent", EQF level 4.

- DKK 25,781 = approx. EUR 3,458 + 13% pension.

Job title: "Social- og sundhedsassistent", that is a social and healthcare assistant with a background at EQF level 4 AND with authorization from the Danish Patient Safety Authority.

- DKK 26,503 = approx. EUR 3,555 + 13% pension.

The first months of employment your job is to attend full-time language course and onboarding programme. During this period, you receive the basic salary.

When you start your work in a care centre or a home care team and you have achieved satisfactory Danish language skills, you will supplement your salary by taking extra shifts or working in the evenings or on weekends.

## Onboarding programme.

An extensive onboarding programme will initiate your relocation and employment in Lolland Municipality. You will be part of a group of new international employees and expected to be a good colleague for other members of the group. The onboarding programme starts already before your first day at work, intensify in the first three-five months in Denmark, and then gradually scale down. A Danish language course will be backbone of the programme, but before we turn to language, here is in short what else to expect.

<i>4 months before employment</i>	<i>3-4 months before employment</i>	<i>3 months from employment</i>	<i>4<sup>th</sup> month after employment</i>	<i>5<sup>th</sup> month after employment and forth</i>
Visit to Lolland	Webinars + Help to find housing	Registrations + Daily life intros	Healthcare intro course	Onboarding into teams
	Online language course	Intensive language course	Intensive language course	Part-time language course

### Visit to Lolland Municipality.

All applicants who pass the online job interview, are offered a visit to Lolland Municipality of approx. 3 days. It will include a follow-up job interview, start-up at the language school, practical experience at a care centre or a home care team etc. The visit will give you a concrete impression of everyday life on Lolland and in the Elderly and Healthcare sector and good opportunity to ask all sorts of questions. The visit is planned to take place on the 2<sup>nd</sup> to 4<sup>th</sup> of May 2024. Lolland Municipality will cover expenses for travel, accommodation, and catering.

### **Housing.**

Lolland Municipality will advise you how to find accommodation ready upon arrival in Denmark. You should expect it to cost 450 – 700 euros per month. Be aware that when moving into a rental property in Denmark, typically, you pay a deposit of three months' rent, and that rental apartments are normally unfurnished.

### **Registrations.**

Through webinars, advice, or facilitated processes Lolland Municipality will guide your initial registrations in Denmark, so that you quickly establish yourself with a tax card, social security number, digital ID and login, bank account etc.

### **Life in Denmark.**

With talks, individual support, social events etc. during your first four months on Lolland our international consultant and members of the recruitment team will introduce you to daily life in Denmark to help you get settled.

### **Introduction to Elderly and Healthcare in Lolland Municipality.**

An introduction course at the local Social and Healthcare College will help you to translate your professional knowledge and skills into a Danish context and to comply with the approach and ways of working in the Elderly and Health Sector.

### **Onboarding into the team.**

In the beginning your working day will mostly be at language school or at the Social and Healthcare College, but you will meet your team leader and regularly visit a language tutor in your coming team. After approximately four months in Denmark, you will start your proper onboarding into your care centre team or home care team. With peer-to-peer training and supervision, step by step you will take on your professional elderly care and healthcare tasks.

## **Language requirements and Danish lessons.**

### **Language requirements.**

Language and communication skills are crucial for all candidates.

In the recruitment process and initial onboarding, the interview, information, and instructions are in English, so English proficiency (approx. level B1) is needed.

It is a requirement for all employees in the Elderly and Healthcare Sector of Lolland Municipality to speak and understand Danish. The corporate language in Lolland Municipality is Danish, and most of the elderly citizens in need of care speak primarily – if not only – Danish. Therefore, the motivation and capability to learn Danish language is paramount.

As new international employee you are offered a free Danish language course before you relocate and in the beginning of your employment at Lolland. You are required to participate actively and to demonstrate linguistic progression. After two years in Denmark, you are expected to be able to complete the official Danish language course for newly arrived adult foreign nationals.

### **Danish lessons.**

The Danish language course is run by Lolland Sprogskole, a small language school with 340 students from more than 30 countries. The school emphasizes customized solutions, high professionalism, and a good learning environment for all students.

The teaching will be based on the goals of "Danskuddannelse 3" (the official Danish language course for newly arrived adult foreign nationals) with a final test corresponding to the Council of Europe level B2. You will receive ongoing feedback from your teacher to learn the Danish language as effectively as possible. It takes efforts and good learning skills to follow the course and to supplement it with relevant activities and training to succeed learning the language.

Before you arrive in Denmark, you must follow an online class in twelve weeks, two days a week (of 2.5 hours + preparation). Teaching takes place on Mondays and Thursdays at 16.30 – 19.00 in two periods: From Monday the 20<sup>th</sup> of May till Thursday the 4<sup>th</sup> of July, and from Monday the 5<sup>th</sup> of August till Thursday the 5<sup>th</sup> of September. In between are summer holidays.

Once you start your employment in Denmark, the teaching continues in the form of an intensive Danish course as part of the full-time onboarding programme, which runs over approx. four months. You will have regular meetings with a language tutor in your coming team to practice your Danish and to get to know the workplace. You will attend school and work with the Danish language or take part in the introduction activities every day, except for weekends and public or planned holidays.

The intensive course ends with a test indicating at what level you can continue part-time language teaching (usually approx. 5 hours a week) while you start training and work in the Elderly and Healthcare Sector.

