

KINGSTON HEALTHCARE

KAPTAIN PROGRAM



Career Development

- Diverse Paths
- Premium Incentive
- Exposure to new areas and talent

Contact us



Reach out to your local leadership team to discuss how this program may be a fit for you!


KINGSTON

Criteria for Participation:

1

Corrective Action Review:

Applicants cannot be currently on an active corrective action.

2

Attendance:

Associates must remain below 11 attendance points

3

Introductory Period:

You must have successfully completed your Introductory Period.

4

Available to All Part and Full-Time Hourly Non-Manager Associates

5

Meets the Responsibilities and Requirements Section:

Applicants must demonstrate the qualities outlined in the responsibilities and requirements section of this program.
(See Next Page)

\$

If approved:

- \$1 premium while actively enrolled in the program
- Training and Development Opportunity
- Connection and Collaboration with Kingston Kaptains company wide!
- Participate in being a decision maker!

Responsibilities and Requirements:



Commitment to the Mission and Approach:

- Model and live by the company's mission and approach in all actions and decisions.



Follows our Policy and Procedures:

- Adhere to the company's policies, including, dress code policy and safety procedures at all times.



Exemplary Conduct:

- Perform job duties with high efficiency, consistently meeting deadlines.



All-Hands-On-Deck Mentality

- Embrace the team-first mentality, frequently stepping up to assist wherever needed.
- Demonstrate a willingness to jump in and help with any task, asking "How can I help?" when needed.



Positive Cultural Influence

- Contribute positively to the workplace culture and environment.
- Support peers by being approachable and helpful.
- Act as a resource for associates and foster a collaborative and respectful atmosphere.



Demonstrate Flexibility

- Demonstrate a commitment to flexibility by adapting to changes in job assignments, department, hall, day of the week, or shift when asked or when the need arises.
- Be open to adjusting your schedule or role to support operational needs, ensuring coverage and team cohesion at least once per quarter.



Diplomatic Escalation:

- In the event of any concerns or issues, escalate them diplomatically and professionally.



Leadership Commitment:

- Select at least one key specialty to lead. Multiple areas are encouraged if balance is maintained. (See Next Page)

A Kaptain is expected to uphold the company's values and culture while consistently demonstrating strong performance and positive behavior. The following outlines the key responsibilities and expectations for participants in the program

THESE ARE OUR

Specialties:

We have 11 diverse specialties to choose from. Each specialty is assigned a team to boost collaboration, exposure, and outline leadership for each group. Kaptains are expected to select one specialty, but can select multiple, including within a different group.

ONE



Kaptain Spirit Squad:

- Events Lead
- Cheerleader
- Welcome Wagon Leader
- Culture Builder

Meets monthly to launch initiatives, identify needs and support business goals, and share ideas. Kaptains in this group will be added to a company-wide Microsoft Teams channel to share new ideas from different sites. This group is led by HR.

TWO



Kaptain Development Group:

- Trainer *
- Mentor
- Talent Finder *
- Tech Wizard

Participate in routine check-ins and collaboration with department-specific leaders and operation support to stay engaged and identify areas for support. This group is led by the operation leaders of the building.

THREE



Kaptain Safety Group:

- Safety Lead

Meets monthly to implement safety checklists, preparedness, and group engagement. Kaptains in this group will be added to a company-wide Microsoft Teams channel to share new ideas from different sites. This group is led by the Home Office Safety Lead.

FOUR



Kaptain Wellness Group:

- Wellness Lead
- Care Connection Specialist *

Meets monthly to collaborate on ideas, stay up-to-date on employee wellness news, and engage in group discussions. Kaptains in this group will be added to a company-wide Microsoft Teams channel to share new ideas from different sites. This group is led by our Home Office Benefits department.



Certification required. More information on future pages



1 Events Lead

- Support the planning and execution of job fairs and events to attract talent and showcase the company's culture.
- Support employee engagement activities and workplace events.

2 Cheerleader – Employee Recognition Lead

- Take charge of employee recognition efforts, including leading the Crown Submissions and vocalizing “Hey Cools.”

3 Welcome Wagon Leader

- Support general orientation efforts for new hires, ensuring they feel welcomed and integrated into the company. This can include welcoming new employees on their first day, participating in day-one lunches with leaders, and providing a memorable day-one departure experience.

4 Culture Builder

- Lead initiatives promoting diversity, equity, and inclusion within the workplace.
- Lead the recognition of important cultural and diversity-related dates each month, including organizing activities, awareness campaigns, or educational content to highlight these dates and their significance.



1 Trainer

- Take the lead in training and orienting new hires into your department.
- Provide ongoing support for associate development.

Certification Required :

- Complete required courses outlined in Relias (Kingston University).
- Participate in a Train the Trainer program with an already certified Kaptain Trainer or department leader.

2 Mentor

- Provide routine check-ins with employees across the facility during their first 90 days, offering support, words of encouragement, and being a resource.
- Help champion the employee welcome program with the support of the leadership team.

3 Talent Finder

- Lead efforts during high-volume interview days, ensuring candidates align with the company's culture.
- Assist in screening candidates using our culture fit scorecard and support job shadowing

Certification Required

- Complete required courses outlined in Relias (Kingston University).
- Participate in 6 interview shadows: 3 as observers and 3 as the interview lead, being observed.

4 Tech Wizard

- Lead the charge in helping others with technical challenges or tools, ensuring associates are comfortable with the company's technology.
- Support colleagues with any tech-related queries and offer 1:1 training as needed.



1 Safety Lead

- Proactively ensure that safety practices are followed and help maintain a safe and healthy work environment.



1 Wellness Lead

- Champion employee wellness programs and initiatives focusing on physical and mental health.
- Organize wellness challenges or activities to promote a healthy lifestyle among associates and share internal benefit news with the community.

2 Care Connection Specialist

- Promote and serve as a liaison to connect employees with our Employee Assistance Program (EAP) and other available resources.
- Receive training in de-escalation techniques to effectively manage challenging situations and promote a supportive, positive work environment.

Certification Required:

- Complete required courses outlined in Relias (Kingston University).
- Connect with the Benefits team to get trained on site resources and complete a knowledge assessment.



How to get Started

To apply for the Kaptain Program, please use the link or QR code below, which will route you to our electronic application process. Once submitted, your application will be reviewed by a board of leaders, including Building Administrators, Executive Directors, Human Resources Leaders, and a variety of department heads. This board carefully reviews all applications to ensure that candidates meet the program's high standards and are aligned with the company's mission and values.

[CLICK HERE TO APPLY](#)

SCAN ME



We look forward to reviewing your application!