

## Assisted Living Salary & Benefits Report Job Descriptions

### Salary Positions

- 01 CEO/PRESIDENT**--Responsible for all operations of the facility or facilities. Hired by the Board of Directors, reports to Board regarding strategic planning and policy-making activities.
- 02 ASSISTED LIVING ADMINISTRATOR**--Responsible for the daily operations of assisted living. Directs and supervises the work of staff in providing for the care and needs of the residents. Includes scheduling of staff work.
- 03 CHIEF FINANCIAL OFFICER**--Reports to Assisted Living Administrator and is responsible for preparing and reporting financial accounting of facility to Board, bond holders or other debt holders. Participates in strategic planning activities. Coordinates and prepares the annual budget. May also be called Controller.
- 04 DIRECTOR OF HUMAN RESOURCES**--Plans, develops, and administers the Personnel and Labor Relations Program within the basic policies of the facility. Formulates, implements, and supervises policies and programs relative to selection, orientation, training, promotion, and welfare of all personnel and all employer-employee relationships.
- 05 DIRECTOR OF INFORMATION TECHNOLOGY**--Top level position in Information Systems Department. Directs and coordinates systems, programming, and operational activities of IS. Consults with management to define boundaries and priorities for projects and discusses equipment acquisition.
- 06 DIRECTOR OF MARKETING**--Responsible for marketing/selling to viable markets. Fulfills marketing goals by generating new business and maintaining existing business. Explores new business opportunities through referral sources as well as promoting existing business. Responsible for preparation and implementation of an annual marketing plan.
- 07 DIRECTOR OF NURSES**--Responsible for administration of nursing services. Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel in rendering resident care. Interprets policy and regulations to all nursing personnel and ensures compliance. Analyzes and evaluates nursing and related services rendered to ensure quality of resident care.
- 08 RESIDENT CARE COORDINATOR**--Directs resident service activities including the preparation of resident care plans. Assigns duties to professional and ancillary nursing personnel based on residents' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of resident care, staff relations, and efficiency of service.
- 09 WELLNESS CARE COORDINATOR**--Responsible for overseeing wellness program, including medication program.
- 10 MEMORY CARE PROGRAM DIRECTOR**--Responsible for managing memory care programs. Plans, implements and oversees the dementia program. Supervises staff that supports and assists residents in activities of daily living and participation.
- 11 ACTIVITY DIRECTOR**--Responsible for planning, implementation, scope, and emphasis of activity programs to encourage and stimulate residents to fuller and richer lives. Plans and assists in research projects. Supervises activity aides.
- 12 DIRECTOR OF DINING/FOOD SERVICES**--Plans, organizes, and directs the Dining Services Department in providing the residents' facility with a high quality dining program. Develops, maintains and implements policies and procedures for service of food; supervises food service staff.
- 13 DIR. OF ENVIRONMENTAL SERVICES/FACILITIES MANAGER**--Performs administrative and supervisory work directing the operation, maintenance, and security of the facility. Responsible for planning, scheduling, supervising, participating in, and inspecting the work of departmental employees engaged in the operations, maintenance, repair, and safeguarding of facility. Can also be called Director of Physical Plant.
- 14 HOUSEKEEPING SUPERVISOR**--Supervises and administers housekeeping program to maintain facility in sanitary and orderly condition. Establishes standards, work methods, and schedules.

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- 15 **MAINTENANCE SUPERVISOR**--Supervises a variety of activities in maintenance of physical plant and grounds of the facility. Plans maintenance schedule and work requirements in conformance with current and projected needs. Functionally responsible for proper provision of all light, heat, and service facilities for all buildings and physical plant.
- 16 **MARKETING REPRESENTATIVE**--Performs sales functions for the facility, finding and following up on leads, interviewing potential residents, providing information and selling vacant units.
- 17 **ADMISSIONS COORDINATOR**--Coordinates all aspects of resident care including admissions, discharges, resident assessments, care plans, etc. with residents, residents' families, staff, and administration.
- 18 **SOCIAL SERVICE DIRECTOR**--Responsible for planning and administering social service programs. Supervises facility social workers. Assists in development of policies regarding participation in facility planning for health and welfare services.
- 19 **CHAPLAIN**--Provides religious counseling and guidance to patients, family members, and employees. Coordinates pastoral activity with clergy of all faiths. Functions in conformance with facility goals and philosophy. Coordinates and plans religious services for the facility.
- 23 **FITNESS COORDINATOR**--Responsible for planning and organizing the fitness program to enhance the physical and emotional well-being of the residents. Also responsible for leading and instructing exercise classes, creating personalized wellness plans for residents, and overseeing the fitness center to ensure its safe operation.

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### Hourly Positions

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- 31 **STAFF NURSE (RN)**--Renders professional nursing care to residents. Performs nursing techniques for the comfort and well-being of the resident. Administers prescribed medications. Maintains residents' medical records on nursing observations. May assist physician during treatment and examination of resident.
- 32 **PRACTICAL NURSE (LPN)**--Performs assigned nursing procedures for the comfort and well-being of residents such as assisting in admission of new residents, bathing and feeding, making beds, helping residents into and out of bed, and collecting specimens. Administers specified medication. Provides a wide variety of resident care activities as accorded by licensure.
- 33 **LEAD CERTIFIED NURSE AIDE**--Serves as Head or Team Leader of Certified Nurse Aides.
- 34 **CERTIFIED NURSE AIDE**--Performs various resident care activities and related nonprofessional services essential to caring for personal needs and comfort of residents. Function may not exceed Standards of Practice as accorded by Certification.
- 35 **LEAD RESIDENT ASSISTANT**--Serves as Head or Team Leader of Resident Assistants.
- 36 **RESIDENT ASSISTANT**--Performs various resident care activities and related nonprofessional services essential to caring for personal needs and comfort of residents. (Includes Universal Workers.) Function does not include activities accorded a Certified Nurse Aide.
- 37 **DEMENTIA PERSONAL CARE AIDE**--Performs specialized care and related nonprofessional services to dementia, Alzheimer, or memory impaired residents.
- 38 **MEDICATION AIDE**--A trained, non-professional who administers medication under the supervision of a nurse, consistent with state law and regulations.
- 39 **RECREATION THERAPIST**--Organizes and conducts recreation activity programs for patients. Activities may include sports, dramatics, nature study, social activities, games, and arts and crafts in accordance with patients' needs. Studies patients' reactions and assesses patients' progress.

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- 40 **ACTIVITY AIDE**--Assists in the planning, organization, and directing of activity programs for residents. Prepares reports on residents' progress as may be required. Activities may include sports, dramatics, nature study, social activities, games, and arts and crafts in accordance with residents' needs.
- 41 **HOUSEKEEPING AND LAUNDRY AIDE**--Provides a variety of housekeeping and/or laundry duties in maintaining the facility in an orderly, sanitary condition and in the collection and laundering of linens, garments and washables.
- 42 **DISHWASHER**--Responsible for cleaning and sanitizing dishes, glassware, utensils, pots, trays and food service equipment. Assists in maintaining dish and service areas in a sanitary condition.
- 43 **MAINTENANCE HELPER**--Provides a variety of routine and unskilled tasks in the maintenance and repair of facility grounds and facility.
- 44 **MAINTENANCE MECHANIC I**--Performs a variety of non-routine and semi-skilled duties in maintaining equipment and the physical plant of the facility.
- 45 **MAINTENANCE MECHANIC II**--Performs a variety of non-routine and skilled maintenance and repair activities on the facility buildings and equipment.
- 46 **SECURITY GUARD**--Policing buildings and grounds in the prevention of fire, theft, vandalism, and illegal entry.
- 47 **DRIVER**--Transports residents in cars and vans to appointments and provides assistance to the residents.
- 48 **DINING ROOM SUPERVISOR**--Responsible for supervision of waitpersons and dining room staff in the setting up of tables, serving food, cleaning and maintenance of the dining room and customer service, etc. Ensures that food is handled in accordance with sanitary standards and recognized food serving standards.
- 49 **CHEF/KITCHEN MANAGER**--Oversees the work of the kitchen staff. Assures that all foods are prepared and cooked in accordance with specified recipes and procedures. Assures that foods served to residents and guests are of a high quality, meeting standards of portion, doneness, freshness, and presentation. Can also be called Maitre'd.
- 50 **CHEF**--Supervises and assists cooking staff in the production of all menu items, in accordance with production schedules in a timely manner. Conducts quality assurance tests for all items. Supervises safe food handling procedures.
- 51 **SOUS COOK**--Responsible for preparing and cooking a wide variety of food for residents, employees, and visitors. May oversee the work of other food service personnel involved in cooking. Also called Lead Cook or Head Cook.
- 52 **COOK**--Prepares and cooks a limited variety of food for residents, employees, and visitors. May oversee the work of other food service personnel involved in cooking.
- 53 **FOOD SERVICE AIDE**--Performs a variety of food service functions in maintaining clean and sanitary conditions of food service areas, facilities, and equipment. May assist in some aspects of food preparation.
- 54 **WAITPERSON**--Serves residents' meals in a timely manner and resets tables for the next meal.
- 55 **BUSINESS OFFICE MANAGER**--Prepares budgets, financial statements, and various reports. Responsible for general accounting function, including accounts payable, receivable, payroll, and bank reconciliations. Handles and records cash transactions. (This position may be called Bookkeeper in small facilities.)

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- 56 EXECUTIVE ASSISTANT**--Performs secretarial duties for Director and/or other key executives requiring extensive knowledge of organization, policies, and procedures. Types a variety of correspondence and documents of a confidential and sensitive nature. Screens and places phone calls, arranges meetings, and analyzes reports and correspondence as assigned.
- 57 PAYROLL CLERK**--Performs various calculations of payrolls including withholding and deductions and other payroll functions. Job duties may be coordinated with automated payroll computer service. Job requires coding payroll data for computer processing.
- 58 ADMINISTRATIVE ASSISTANT**--Performs secretarial duties which are routine in nature. Types correspondence. Maintains files, arranges meetings, and screens calls.
- 59 RECEPTIONIST**--Greet and directs visitors entering the facility. Operates console to take and relay incoming calls. May perform simple, routine, clerical and typing tasks.
- 60 CONCIERGE/HOSPITALITY ASSISTANT**--Acts as a personal request assistant. Assists residents with tasks requiring no clinical responsibilities. Tasks may include assistance with package deliveries, phone/video call assistance, obtaining hard to reach items, etc.