

## CCRC/Nursing Home Salary & Benefits Report Job Descriptions

### Salary Positions

- 01 EXECUTIVE DIRECTOR**--Responsible for all operations of the community. Responsible for strategic planning and policy making activities. May also be called CEO.
- 05 ASSOCIATE DIRECTOR**--Responsible for various divisions/departments of the community. Reports to the Executive Director. Responsible for decision making in the absence of the Executive Director.
- 10 NURSING HOME ADMINISTRATOR (Health Services)**--Responsible for planning and is accountable for all activities and departments of the Nursing Home subject to rules and regulations promulgated by government agencies to ensure proper health care services to residents. Administers, directs, and coordinates all activities of Nursing Home to carry out its objectives in providing resident care.
- 15 NURSING HOME ASSISTANT ADMINISTRATOR (Health Services)**--Reports to the Administrator. Assists in the administrative functions of the operations.
- 20 ASSISTED LIVING/PC MANAGER**--Responsible for the daily operations of assisted living/personal care. Directs and supervises the work of staff in providing for the care and needs of the residents. Includes scheduling of staff work.
- 25 DIRECTOR OF RESIDENT SERVICES/IL**--Responsible for all operations of the community's independent living apartment units. Includes financial management and staffing.
- 30 CHIEF FINANCIAL OFFICER**--Reports to Executive Director 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.
- 35 CONTROLLER**--Manages the financial operation of the facility, including keeping of fiscal records and control of funds. Provides guidance to management on financial affairs. (The Controller function also includes responsibility for **Business Office Manager**.)
- 40 INFECTION PREVENTIONIST (RN)**--Oversees the infection surveillance program to guide interventions and assists with identification of potential infectious disease/detect outbreaks. Reviews infection control regulations and develops policies and procedures for implementation. Ensures standards and guidelines to ensure compatibility with regulatory/governmental agencies are met. RN licensure required.
- 45 DIRECTOR OF INFORMATION TECHNOLOGY**--Top level position in Information Technology Department. Directs and coordinates systems, programming, and operational activities of IT. Consults with management to define boundaries and priorities for projects and discusses equipment acquisition.
- 50 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.
- 55 DIRECTOR OF STAFF DEVELOPMENT**--Develops and manages the orientation in-service program and development of staff in accordance with the facility's educational goals.
- 60 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.
- 65 MARKETING REPRESENTATIVE**--Performs sales functions for the retirement facility, finding and following up on leads, interviewing potential residents, providing information and selling vacant units.

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- 70 MARKETING COORDINATOR**--Coordinates and oversees the admission process for independent living. Includes tours, applications, wait list, etc. Facilitates the transition of future residents to (residential) living units.
- 75 DIR. OF RESIDENT & FACILITY SVC./MOVE-IN COORDINATOR**--Directs, supervises, coordinates, and evaluates the staff and services for the residents and all facility service programs. Oversees and supervises residents' moves and transfers within the retirement facility. Maintains department compliance with OSHA.
- 80 DIRECTOR OF HOME AND COMMUNITY-BASED SERVICES**--Responsible for the leadership, strategic planning, financial, clinical and operations management of all service lines under the at-home program. Assures all home and community-based services operate in accordance with current applicable standards, guidelines and regulations.
- 85 DIRECTOR OF THERAPY/REHABILITATION**--Directs department(s) of Occupational, Physical, Recreational and Speech Therapies, in treatment and rehabilitation of patients. Assigns patients to staff therapists for treatment and reviews patients' progress. Communicates results of patient care to other services/departments.
- 90 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.
- 95 ASSISTANT DIRECTOR OF NURSES**--Second highest level position in the Nursing Department. Reports to the Director of Nurses. This position takes in some of the responsibilities of the Nursing Department as may be delegated. Provides assistance in the functioning of the Nursing Department
- 100 DIRECTOR OF HEALTH & WELLNESS**--Responsible for establishing and maintaining a wellness program based on all dimensions for wellness. The program includes wellness/fitness assessment, service coordination, and case management of residents to promote wellness and maintain independence.
- 105 FITNESS COORDINATOR**--Provides wellness/fitness assessment, service coordination, and case management to residents to promote wellness and maintain independence. Receives administrative direction from Director of Health & Wellness.
- 110 CHRONIC CARE CLINICAL PROGRAM MANAGER**--Responsible for the oversight of patient-centered care. Coordinates Medicare, Medicaid and private insurance care. Provides clinical expertise and oversight for chronic care management (CCM) of patients. Responsible for electronic documentation for CCM.
- 115 TRANSITION CARE COORDINATOR (RN)**--Assists patients with the case management of transitions of levels of care within the community from the hospital to nursing home/IL/home, etc. Makes sure physicians, therapists and other caregivers have the information necessary to deliver patient care. Communicates with the patient and their family. RN required.
- 120 CASE MANAGER (RN)**--Responsible for assignment and coordination of activities for a multidisciplinary team (physicians, nurses, therapists, and social workers). Communicates with referral sources, patients, and payors. Provides continuity of essential clinical and financial information to ensure effective patient care management by professional staff members of the team. Monitors productivity and patient outcomes. Facilitates admission and discharge processes.
- 125 RN ASSESSMENT COORDINATOR (RNAC)**--Coordinates the Resident Assessment Instrument (RAI) process including scheduling of Minimum Data Set (MDS) assessments, completion of assessments, and monitoring for accuracy in accordance with Medicare/Medicaid.
- 130 NURSING SUPERVISOR (RN)**--Supervises and coordinates activities of personnel assigned to a specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory resident care. Demonstrates clinical expertise of Standards of Practice accorded by license as a Registered Nurse.

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- 135 HEAD NURSE (RN)**--Directs nursing service activities including the preparation of nursing care plans, and instructs nurses in an organized patient care unit. Assigns duties to professional and ancillary nursing personnel based on patients' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of patient care, staff relations, and efficiency of service. (This position normally reports to the Nursing Supervisor (RN), above).
- 140 NURSING SUPERVISOR (LPN)**--Supervises and coordinates activities of personnel assigned to a specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory resident care.
- 145 DEMENTIA MANAGER**--Responsible for managing dementia programs as part of long-term care services. Plans, implements and oversees the dementia program. Supervises staff that supports and assists residents in activities of daily living and participation.
- 150 SCHEDULING COORDINATOR**--Responsible for the design and implementation of staffing schedules for nursing personnel and scheduling of unit staff.
- 155 MDS COORDINATOR (RN)**--Responsibilities include oversight of the generation of a Minimum Data Set (MDS) for each Medicare patient and electronic transmission of required data by timeframe mandated by the State.
- 160 LIFE ENRICHMENT DIRECTOR**--Responsible for planning, implementation, scope, and emphasis of activity programs to encourage and stimulate residents to fuller and richer lives. Assess resident interests, plans and manages resources to support activity program needs. (Previous title Activity Director.)
- 165 LIFE ENRICHMENT COORDINATOR**--Assists the Director of Life Enrichment with planning, scheduling, and coordinating all resident activities. Serves as team leader of Activity Aides. (Previous title Activities Coordinator.)
- 170 ADMISSIONS COORDINATOR**--Coordinates all aspects of resident care including admissions, discharges, resident assessments, care plans, etc. with residents, residents' families, staff, and administration.
- 175 VOLUNTEER COORDINATOR**--Organizes and directs a program for recruiting, screening, training, retaining, and utilization of volunteer workers who contribute their services to supplement work of regular staff.
- 180 DIRECTOR OF DINING 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; reviews menus, and supervises food service staff.
- 185 ASST. DIRECTOR OF DINING SERVICES**--Assists in planning and supervising activities of the Department to provide service to residents, employees, and visitors. Assists in providing technical guidance and administrative direction over dietary planning, menu formulation, and preparation and serving of regular therapeutic diets. Orders food and kitchen supplies.
- 190 DIRECTOR OF FACILITIES/PLANT OPERATIONS**--Responsible for the maintenance of buildings and system operations of the community, including maintenance of building/grounds, plant engineering, and safety. Includes scheduling, supervising staff and contractors engaged in the operations, maintenance, repair, and safeguarding of facility. Previous title Director of Environmental Services.
- 195 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.
- 200 SECURITY SUPERVISOR**--Responsible for the safety and security of residents, facility and service programs, staff and property. Oversees the work of the Security Guards on assigned shifts.
- 205 HOUSEKEEPING & LAUNDRY SUPERVISOR**--Supervises a variety of activities in housekeeping and laundry in maintaining the facility in an orderly, clean, and sanitary condition and in processing linens, garments, and other washables.
- 210 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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- 215 DIRECTOR OF PASTORAL SERVICES/SPIRITUAL DIRECTOR**--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.
- 220 SOCIAL SERVICE AND ACTIVITY DIRECTOR\***--Responsible for planning, implementation, scope and emphasis of facility's activity and social service program to encourage and stimulate residents to fuller and richer lives. Assists in the development of policies regarding participation in facility planning for health and welfare services. Responsible for supervision of activities of social workers and aides. \*See **Social Service Director** and **Activity Director** if covered by two positions.
- 225 DIRECTOR OF SOCIAL SERVICES**--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.

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**Hourly Positions**

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- 501 STAFF NURSE (RN)**--Renders professional nursing care to patients within an assigned unit. Performs nursing techniques for the comfort and well-being of the patient. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patient.
- 505 CHARGE STAFF NURSE (RN)**--Serves as a Nurse (RN) in charge of a nursing unit. All other job functions are the same as the Staff Nurse (RN).
- 510 PRACTICAL NURSE (LPN)**--Performs assigned nursing procedures for the comfort and well-being of patients such as assisting in admission of new patients, bathing and feeding, making beds, helping patients into and out of bed, and collecting specimens. Administers specified medication. Provides a wide variety of patient care activities as accorded by licensure.
- 515 CHARGE NURSE (LPN)**--Serves as a Nurse (LPN) in charge of a nursing unit. All other job functions are the same as the Practical Nurse (LPN).
- 520 QUALITY ASSURANCE RN**--Monitors nursing practices to ensure compliance with facility policies and regulatory requirements. Responsible for auditing and training of nursing staff on best practices. Formulates and evaluates policies and procedures to improve patient care needs.
- 525 NURSE PRACTITIONER**--Provides on-going medical management and acute interventions for patients in post-acute care settings. Works as a member of the interdisciplinary team to effectively designate processes for meeting the medical, psychosocial, and spiritual care needs of the resident. Develops, updates, and evaluates medical treatment plans, medications, and other necessary care.
- 530 LEAD CERTIFIED NURSE AIDE**--Serves as Head or Team Leader of Certified Nurse Aides.
- 535 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.
- 540 NON-CERTIFIED NURSE AIDE**--Performs various resident care activities and related nonprofessional services essential to caring for personal needs and comfort of residents. Function does not include activities accorded a **Certified Nurse Aide**.
- 545 RESIDENT ASSISTANT - AL/PC ONLY**--Performs various resident care activities and assists residents with ADLs in the Assisted Living/Personal Care residence. Function does not include activities accorded a Certified Nurse Aide.
- 550 CERTIFIED MEDICATION TECHNICIAN**--Dispenses medication to residents under the direction of the Nursing Staff. Function may not exceed Standard of Practice as accorded by Certification
- 555 PHARMACIST**--Provides professional pharmaceutical services in compounding and dispensing medications and other pharmaceutical supplies. Uses standard physical and chemical procedures in the filling of written prescriptions. Meets state educational and licensure requirements to practice.

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- 560 REGISTERED CLINICAL DIETITIAN**--Responsible for the assessment and achievement of defined nutritional goals and residents' nutritional needs. Must have current state licensure requirements to practice.
- 565 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.
- 570 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.
- 575 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.
- 580 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.
- 585 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.
- 590 DIETARY AIDE**--May assist in some aspects of food preparation. Performs a variety of food service functions in maintaining clean and sanitary conditions of food service areas, facilities, and equipment.
- 595 KITCHEN PORTER**--Responsible for cleaning, general sanitation procedures, and operation and cleaning of kitchen equipment.
- 600 WAITPERSON**--Serves residents' meals in a timely manner and resets tables for the next meal.
- 605 HOSTESS**--Responsible for setting and opening of the dining room. Checks in residents for meals. Handles food in accordance with recognized food serving standards.
- 610 OCCUPATIONAL THERAPIST**--Plans occupational therapy programs for patients involving such activities as manual arts and crafts, practice in prevocational and vocational skills, and activities of daily living. Studies patients' reactions and assesses patients' progress.
- 615 OCCUPATIONAL THERAPY ASSISTANT (COTA)**--Assists OT in administering occupational therapy program. Assists in evaluation of patients' daily living skills and capacities to determine extent of abilities and limitations.
- 620 PHYSICAL THERAPIST**--Organizes and conducts prescribed therapy programs for patients involving exercise, heat, water, light, and electricity. Applies diagnostic and prognostic muscle, nerve, joint, and functional ability tests. Directs and aids patients in active and passive exercises. Evaluates, records, and reports patients' progress.
- 625 PHYSICAL THERAPY ASSISTANT (LPTA)**--Administers physical therapy treatments to patients, working under direction of and as assistant to PT. Assists in active and passive manual therapeutic exercises, therapeutic massage, and heat, light, sound, water, and electrical modality treatments such as ultrasound, electrical stimulation, ultraviolet, infrared, and hot and cold packs.
- 630 PHYSICAL THERAPY AIDE**--Assists the Physical Therapist by assembling equipment, carrying out specified treatment programs, and helping with complex treatment procedures. Other duties may include the personal care of patients, safety precautions, and related duties.
- 635 RESPIRATORY THERAPIST**--Performs respiratory modalities such as pressure breathing, mechanical ventilation, positive pressure breathing, humidity/medicated aerosol therapy, medical gas administration, pulmonary drainage procedures, and cardiopulmonary resuscitation. Sets up and operates various types of oxygen and other therapeutic gas and mist equipment.

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- 640 SPEECH THERAPIST**--Diagnoses and treats speech and language disorders by evaluating causes and test results. Interprets findings to all concerned with the patient. Plans, directs, or conducts remedial program designed to improve or restore communicative efficiency. Determines need for referral to specialist.
- 645 ACTIVITY AIDE**--Assists in the daily running of activity programs for patients. Prepares reports on patients' progress as may be required. Activities may include sports, dramatics, nature study, social activities, games, and arts and crafts in accordance with patients' needs.
- 650 MEDICAL SOCIAL WORKER (MSW)**--Identifies and analyzes the social and emotional factors underlying resident illness and communicates these factors to the health team. Assists patients and their families in understanding and accepting treatment to permanent and temporary effects of illness. Provides direct and indirect social work services. Master's Degree required.
- 655 SOCIAL WORKER**--Identifies and analyzes the social and emotional factors underlying resident illness and communicates these factors to the health team. Assists patients and their families in understanding and accepting treatment to permanent and temporary effects of illness. Provides direct and indirect social work services.
- 660 HOUSEKEEPER**--Performs a variety of housekeeping duties in maintaining the facility in an orderly and sanitary condition.
- 665 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.
- 670 MAINTENANCE HELPER**--Provides a variety of routine and unskilled tasks in the maintenance and repair of facility grounds and facility.
- 675 MAINTENANCE MECHANIC I**--Performs a variety of non-routine and semiskilled duties in maintaining equipment and the physical plant of the facility.
- 680 MAINTENANCE MECHANIC II**--Performs a variety of non-routine and skilled maintenance and repair activities on the facility buildings and equipment.
- 685 GROUNDSKEEPER**--Performs general grounds maintenance for the facility. Responsible for mowing, edging lawn, trimming/pruning bushes, planting flowers, trees and shrubs. Waters lawn and shrubs. Ensures walkways/parking lots are clear and safe during inclement weather.
- 690 SECURITY GUARD**--Guards building and grounds to prevent fire, theft, vandalism, and illegal entry. Performs other security tasks such as signing in visitors, issuing visitor passes, hourly patrols, CCTV monitoring, responding to alarms, completing various forms and checklists, key control, answering telephones, and communicating with staff.
- 695 DRIVER**--Transports residents in cars and vans to appointments and provides assistance to the residents.
- 700 HUMAN RESOURCES GENERALIST**--Provides support in areas of Human Resources including, but not limited to, recruitment and employment, personnel records, employee relations, job evaluation, compensation management, benefits administration, organization development, and training. Assists in the development and implementation of HR policies and procedures.
- 705 HUMAN RESOURCES ASSOCIATE**--Provides administrative support in the day-to-day operations of Human Resources, such as recruitment and staffing, maintenance of personnel records, compensation, benefits, training, etc. Responsibilities include gathering of data, report preparation, processing applications and employment forms, and pay change implementation.
- 710 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. May be called **Bookkeeper** in small facilities.
- 715 BILLING SPECIALIST**--Responsible for billing multiple payors including preparation, delivery, and replying to billing inquiries.
- 720 ACCOUNTS PAYABLE CLERK**--Performs various functions in the verification and payment of invoices. Verifies receipt of goods against packing slip, invoice, and purchase order preparatory to payment. May perform a variety of complicated, non-routine tasks.

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- 725 ACCOUNTS RECEIVABLE CLERK**--Performs various functions in the billings to a variety of payers. May perform a variety of complicated, non-routine tasks.
- 730 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.
- 735 MEDICAL RECORDS CLERK**--Performs a variety of clerical tasks related to the admission/discharge process and records. Assigns new codes to the admission process. Verifies discharge information as reported on discharge form. Processes and verifies fees.
- 740 CENTRAL/MEDICAL SUPPLY CLERK**--Responsible for ordering, distributing, and maintaining supplies and equipment for continuous and timely resident care related services. Stocks and accounts for medical supplies and billing.
- 745 UNIT CLERK**--Responsible for performing a variety of clerical duties relating to the updating and organizing of information on the nursing units. Coordinates work within the unit as well as with other units and departments. Reports pertinent information to the immediate supervisor. Responds to inquiries and requests from staff.
- 750 EXECUTIVE ASSISTANT**--Performs administrative and staff support for president and/or other key executives requiring extensive knowledge of organization, policies, and procedures. Prepares a variety of correspondences and documents of a confidential and sensitive nature. Screens and places phone calls, arranges meetings, and analyzes reports and correspondence as assigned.
- 755 ADMINISTRATIVE ASSISTANT**--Performs secretarial duties which are routine in nature. Types correspondence. Maintains personal files, arranges meetings, and screens calls.
- 760 RECEPTIONIST**--Greets and directs visitors entering the facility. Operates phone system to take and relay incoming calls. May perform simple, routine, clerical and typing tasks.