

CCRC / Nursing Home Salary & Benefits Report

MANAGEMENT AND ADMINISTRATIVE

- 1 **EXECUTIVE DIRECTOR**--Responsible for all operations of the community. Hired by the Board of Directors; reports to board regarding strategic planning and policy making activities.
- 2 **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.
- 3 **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.
- 4 **NURSING HOME ASSISTANT ADMINISTRATOR (Health Services)**--Reports to the Administrator. Assists in the administrative functions of the operations.
- 5 **DIRECTOR OF ASSISTED LIVING**--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.
- 6 **RESIDENTIAL ADMINISTRATOR**--Responsible for all operations of the community's apartment units. Includes financial management and staffing.
- 7 **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.
- 8 **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 functions, # 84).
- 9 **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.
- 10 **DIRECTOR OF STAFF DEVELOPMENT**--Develops and manages the orientation in-service program and development of staff in accordance with the facility's educational goals.
- 11 **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.
- 12 **GRANTS COORDINATOR**--Responsible for preparing, developing, and submission of both federal and state grants. Serves as the liaison between the organization and funders.

THERAPY AND NURSING

- 13 **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.
- 14 **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.

CCRC / Nursing Home Salary & Benefits Report

- 15 **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
- 16 **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
- 17 **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).
- 18 **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.
- 19 **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
- 20 **SCHEDULING COORDINATOR**--Responsible for the design and implementation of staffing schedules for nursing personnel and scheduling of unit staff.
- 21 **MDS COORDINATOR**--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.
- 22 **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.
- 23 **ACTIVITIES COORDINATOR**--Coordinates the activity program to meet the needs, interests, and capabilities of the residents. Serves as team leader of Activity Assistants.

FOOD SERVICES

- 24 **DIRECTOR OF DINING/FOOD SERVICES (Graduate Dietitian)**--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.
- 25 **ASST. DIRECTOR OF DINING/FOOD SERVICES (Graduate Dietitian)**--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.
- 26 **DIRECTOR OF DINING/FOOD SERVICES (Not a Dietitian)**--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.
- 27 **ASST. DIRECTOR OF DINING/FOOD SERVICES (Not a Dietitian)**--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.

CCRC / Nursing Home Salary & Benefits Report

ENVIRONMENTAL SERVICES

- 28 **DIRECTOR OF ENVIRONMENTAL SERVICES**--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.
- 29 **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.
- 30 **HOUSEKEEPING AND 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 through washing and drying cycles. *See **Laundry Supervisor** and **Housekeeping Supervisor** if covered by two positions.
- 31 **LAUNDRY SUPERVISOR**--Supervises laundry personnel in such service activities as washing, cleaning, ironing, processing, and delivery of uniforms and linens. Regulates work flow and sets up production standards for the department.
- 32 **HOUSEKEEPING SUPERVISOR**--Supervises and administers housekeeping program to maintain facility in sanitary and orderly condition. Establishes standards, work methods, and schedules.
- 33 **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.

ADMINISTRATIVE AND PASTORAL

- 34 **DIRECTOR OF INFORMATION SERVICES**--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.
- 35 **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.

MARKETING

- 36 **MARKETING REPRESENTATIVE**--Performs sales functions for the retirement facility, finding and following up on leads, interviewing potential residents, providing information and selling vacant units.
- 37 **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.
- 38 **ADMISSIONS COORDINATOR**--Coordinates all aspects of resident care including admissions, discharges, resident assessments, care plans, etc. with residents, residents' families, staff, and administration.
- 39 **DIRECTOR OF RESIDENT AND FACILITY SERVICE**--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.

CCRC / Nursing Home Salary & Benefits Report

SOCIAL SERVICES

- 40 **MEDICAL SOCIAL WORKER, M.S.W.**--Identifies and understands the social and emotional factors underlying patients' illness and communicates these factors to the health team. Assists patients and their families in understanding and accepting treatment necessary to maximize medical benefits and their adjustment to permanent and temporary effects of illness.
- 41 **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.
- 42 **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.

NURSING AND THERAPY

- 50 **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.
- 51 **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).
- 52 **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
- 53 **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).
- 54 **HOUSEHOLD COORDINATOR – CNA**--Leads the household team to meet the resident's needs. Participates in planning, organizing, and directing the household operations including: resident care, meal preparation, housekeeping, laundry and social interaction. The Household Coordinator has a combined role which includes a CNA specialty.
- 55 **HOUSEHOLD COORDINATOR – ACTIVITIES**--Leads the household team to meet the resident's needs. Participates in planning, organizing, and directing the household operations including: resident care, meal preparation, housekeeping, laundry and social interaction. The Household Coordinator has a combined role which includes Activities.
- 56 **HOUSEHOLD COORDINATOR – SOCIAL SERVICES**--Leads the household team to meet the resident's needs. Participates in planning, organizing, and directing the household operations including: resident care, meal preparation, housekeeping, laundry and social interaction. The Household Coordinator has a combined role which includes Social Services.
- 57 **LEAD CERTIFIED NURSE AIDE**--Serves as Head or Team Leader of Certified Nurse Aides.
- 58 **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.
- 59 **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**.

CCRC / Nursing Home Salary & Benefits Report

60 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

61 ACTIVITY AIDE--Assists in the planning, organization, and directing 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.

THERAPY

62 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.

63 OCCUPATIONAL THERAPY ASSISTANT (COTA)--Assists OT in administering occupational therapy program in hospital, related facility, or facility setting for physically, developmentally, mentally or emotionally disabled clients. Assists in evaluation of clients daily living skills and capacities to determine extent of abilities and limitations.

64 OCCUPATIONAL THERAPY AIDE--Provides support services to occupational therapist in the delivery of therapy services.

65 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.

66 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.

67 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.

68 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.

69 SPEECH THERAPIST/LANGUAGE PATHOLOGIST--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

ENVIRONMENTAL SERVICES

70 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.

71 MAINTENANCE HELPER--Provides a variety of routine and unskilled tasks in the maintenance and repair of facility grounds and facility.

72 MAINTENANCE MECHANIC I--Performs a variety of non-routine and semiskilled duties in maintaining equipment and the physical plant of the facility.

73 MAINTENANCE MECHANIC II--Performs a variety of non-routine and skilled maintenance and repair activities on the facility buildings and equipment.

74 SECURITY GUARD--Polices buildings and grounds in the prevention of fire, theft, vandalism, and illegal entry.

CCRC / Nursing Home Salary & Benefits Report

FOOD SERVICE

- 75 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.
- 76 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.
- 77 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.
- 78 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.
- 79 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.
- 80 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.
- 81 DIETARY 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.
- 82 WAITPERSON**--Serves residents' meals in a timely manner and resets tables for the next meal.
- 83 HOSTESS**--Responsible for setting and opening of the dining room. Checks in residents for meals. Handles food in accordance with recognized food serving standards.

ADMINISTRATIVE AND CLERICAL

- 84 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.)
- 85 HUMAN RESOURCES COORDINATOR**--Responsible for coordinating policies and procedures of the human resources department such as hiring and recruiting, training and development, maintaining employee records, etc. Reports to the Director of Human Resources.
- 86 HUMAN RESOURCES ASSOCIATE**--Provides administrative support in the day-to-day operations of the human resources department. Responsible for data entry in HRIS and records maintenance.
- 87 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 at the CLERK II level.
- 88 ACCOUNTS RECEIVABLE CLERK**--Performs various functions in the billings to a variety of payers. May perform a variety of complicated, non-routine tasks at the CLERK II level.
- 89 CLERK I**--Performs **simple, routine**, clerical tasks and computer entry in the processing of various transactions. Functions may include some typing of reports, memoranda, etc. and filing of various documents.

CCRC / Nursing Home Salary & Benefits Report

- 90 **CLERK II**--Performs a variety of clerical tasks in the processing of **complicated, non-routine** transactions. Function may include word processing, memoranda, and the processing of various documents and operating copying machine.
- 91 **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.
- 92 **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.
- 93 **ADMINISTRATIVE ASSISTANT**--Performs secretarial duties which are routine in nature. Types correspondence. Maintains personal files, arranges meetings, and screens calls.
- 94 **RECEPTIONIST**--Greets and directs visitors entering the facility. Operates console to take and relay incoming calls. May perform simple, routine, clerical and typing tasks.