

# Long Term Care Career Guide



*The Key to Your Future in a  
Growing Profession*

We would like to personally welcome you to the Long Term Care Career Guide. We trust you will find this toolset helpful in unlocking the keys to your future career.

This toolset was prepared by a number of industry colleagues, intended to help you "hit the easy button" for your next steps in your future career.

Whether you work in a direct care role, a clinical professional role, or an administrative role, we strive to provide an environment conducive to personal and professional growth, provide encouragement and respect to one another, and provide support as you advance your career.

We believe it to be a privilege to be part of a group of talented, dedicated, and diverse people who are striving to reach the pinnacle of success. We wish you the best of luck as you advance your career, and hope you come to feel the same measure of excitement, support, gratification, warmth, and fun that we've enjoyed in our careers.

## Non-Clinical positions

### High School/GED

#### Floor Technician

**DUTIES:** Performs routine floor care, including, but not limited to: scrubbing, refinishing, and buffing of floor surfaces.

#### Laundry Aide

**DUTIES:** Provides a variety of laundry duties in maintaining the nursing center in an orderly, sanitary condition and in collecting and laundering linens, garments, and washables.

#### Housekeeping Aide

**DUTIES:** Maintains clean and sanitary conditions at all times to provide for the care and welfare of patients and residents in a healthful environment.

#### Environmental Services Director

**DUTIES:** Supervises a variety of activities in housekeeping and laundry to maintain orderly, clean, and sanitary conditions and in processing linens, garments, and other washables through washing and drying cycles.  
**OTHER REQUIREMENTS:** Supervisory experience. **Salary range: \$47,000 - \$55,000**

#### Assistant Admissions Director/Coordinator

**DUTIES:** Works with Director of Admissions to implement an effective, streamlined around-the-clock admissions process and ensure a high level of customer satisfaction. May assist with marketing activities.

#### Cook (Lead Cook)

**DUTIES:** Prepares and cooks a variety of food for patients, residents, employees, and visitors; performs related cleaning and other duties; directs other dietary employees in absence of supervisors.

#### Cook (Assistant Cook)

**DUTIES:** Prepares and cooks a limited variety of food for patients, residents, employees, and visitors.

#### Dietary Aide

**DUTIES:** Performs a variety of food service functions in maintaining clean and sanitary conditions of food service areas, facilities, and equipment. Assists in some aspects of food preparation.

**OTHER REQUIREMENTS:** Working knowledge of methods and techniques of handling and serving food; working knowledge of sanitation practices.

#### Receptionist

**DUTIES:** Manages front desk duties, answers phones, and greets visitors; supports clerical activities.

#### Business Office Manager

**DUTIES:** Manages business office functions and ensures policies and procedures compliance in all related areas. Responsible for billing and accounts receivable. May complete other human resources job duties.

**OTHER REQUIREMENTS:** Prior relevant experience in billing, accounts payable/ accounts receivable, and cash management.

## Maintenance Director

**DUTIES:** Maintains the physical plant, including performing repairs and maintenance on equipment, ordering supplies, and may supervise other maintenance/housekeeping staff.

**OTHER REQUIREMENTS:** Basic training in electrical, plumbing, heating, and HVAC systems. May require supervisory experience. *Salary range: \$36,000 - \$56,000*

## Employee Payroll/Benefits Coordinator

**DUTIES:** Administers the center's payroll and serves as the benefits designee.

**OTHER REQUIREMENTS:** Two years of experience in payroll, benefits, or human resources.

## Coordinator of Medical Records

**DUTIES:** Maintains patient and resident records containing all items required by state and federal regulations. Provides records information for summaries and insurance reports as required.

**OTHER REQUIREMENTS:** Some knowledge of basic medical terminology preferred.

## Housekeeping Supervisor

**DUTIES:** Manages the center's housekeeping operations and housekeeping department staff. Responsible for maintaining a safe and clean environment throughout the facility.

**OTHER REQUIREMENTS:** Management and/or supervisory skills training and experience. Knowledge of standard infection control practices in a healthcare environment. *Salary range: \$38,000 - \$45,000*

## Laundry Supervisor

**DUTIES:** Manages the center's laundry operations and laundry department staff.

**OTHER REQUIREMENTS:** Management and/or supervisory skills training and experience. Knowledge of standard infection control practices in a healthcare environment. *Salary range: \$26,000 - \$43,000*

## Associate of Arts (AA) Degree

### Maintenance Assistant

**DUTIES:** Provides a variety of standard and unskilled tasks in the maintenance and repair of center grounds and facilities.

**OTHER REQUIREMENTS:** Basic knowledge of wiring, plumbing and carpentry.

### Admissions Director

**DUTIES:** Receives and reviews healthcare information for potential admissions. Determines if needs can be met at facility. Reviews insurance information and clarifies coverage with business office. Coordinates patient admissions, ensuring receipt of appropriate information, equipment, and medications. This position is the voice of the facility for hospital discharge planners. Provides tours and explains benefits and services to potential customers. Must have excellent communication skills.

**OTHER REQUIREMENTS:** Three years of experience in a health-care setting. Computer competency, knowledge of medication and equipment costs, basic insurance coverage knowledge, and great customer service.

*Salary range: \$34,000 - \$54,000*

### Food Service Director

**DUTIES:** Supervises activities of the dietary department and provides technical guidance, training, and administrative direction. Responsible for food planning, menu formulation, and ordering of food according to budgets. Conducts resident interviews on food preferences and works closely with a Registered Dietician to ensure all needs are met. May assist in care plan development. Supervises, manages, and schedules all dietary staff.

**OTHER REQUIREMENTS:** AA degree from a culinary school. Military certification or certification from the Dietary Managers Association (Certified Dietary Manager accepted in place of degree).

Certification/licensure in accordance with state law. Must have good computer skills, budgetary experience, excellent customer relations abilities, and good leadership qualities.



## Bachelor of Science (BS) Degree

### Administrator

**DUTIES:** Administers, directs, and coordinates all activities of the center to ensure the highest quality of care is consistently provided to patients and residents. Responsible for management and oversight of all departments in the facility. Ensures facility is compliant with all state and federal regulations. Actively participates in the Quality Assurance & Performance Improvement (QAPI) process. Responsible for ensuring all departments function within facility budgetary allowances. Often the face of the facility for consumer relations.

**OTHER REQUIREMENTS:** Licensure in accordance with state law and continuing education. Must have excellent budgetary skills, exemplary leadership skills, enhanced understanding of all state and federal regulations, and outstanding customer service skills. **Salary range:** \$93,000 - \$137,000

### Assistant Administrator

**DUTIES:** Assists administrator with the administrative functions in the operation of the center.

**OTHER REQUIREMENTS:** Licensure in accordance with state law and continuing education. **Salary range:** \$54,000 - \$97,000

## Clinical Positions

### High School/GED

#### Activities Aide

**DUTIES:** Performs activities to meet the needs of residents, consistent with their needs and restrictions.

#### Admissions Aide

**DUTIES:** Provides support to the admissions process as residents are admitted, including tours, conversations, and follow-up.

#### Central Supply

**DUTIES:** Provides supplies and equipment in a timely, efficient, and sufficient manner, to support resident needs.

#### Medical Records

**DUTIES:** Establishes and maintains resident medical records (paper and Electronic Health Records) consistent with Federal, State, and local laws, rules, and regulations. Prior medical records experience preferred.

### Recreation Director

**DUTIES:** Plans individual and group recreation services, both therapeutic and general, and supervises recreation assistants and volunteers.

**OTHER REQUIREMENTS:** Licensure and/or certification is required by state law. Two years of experience in recreation services for elders. Meet all requirements of assistant recreation director role.

### Licensed Vocational Nurse

**DUTIES:** Uses a general understanding of the principles of nursing and basic physical assessment skills in the development and implementation of individualized nursing care plans to ensure the needs of patients and residents are met, as outlined in the Nurse Practice Act.

**OTHER REQUIREMENTS:** Graduate of state-approved school for practical or vocational nursing; current LVN license. **Salary range:** \$51,000 - \$76,000

### Unit Assistant

**DUTIES:** Performs various non-professional services related to caring for the needs and comfort of patients and residents.

### Restorative Nursing Aide

**DUTIES:** Coordinates, implements, and provides restorative nursing care for all patients and residents in the center with the direction of the nursing department and in conjunction with rehabilitation.

**OTHER REQUIREMENTS:** Meets qualifications of a certified nursing assistant and/or RNA and has knowledge of restorative nursing philosophy and procedures; licensure/certification as required by state law.

### Certified Nursing Assistant

**DUTIES:** Provides basic nursing assistance and aids residents with activities of daily living (ADLs) consistent with Federal, State, and local laws, rules, and regulations.

**OTHER REQUIREMENTS:** must have current CNA certificate. (Completion of Red Cross exam after completing 6-week to 6-month training course.)

**Salary range:** \$21,000 - \$31,000





## Associate of Arts (AA) Degree

### Charge Nurse

**DUTIES:** Ensures that a consistently high quality level of care is delivered throughout the nursing center; may provide direct care as well as supervise other care providers.

**OTHER REQUIREMENTS:** Graduate of a state-approved school of nursing or practical nursing licensed as RN or LVN. Physical assessment skills/competencies and comprehensive knowledge of nursing principles. LVN with additional experience may substitute for RN requirement.

### Social Work Designee

**DUTIES:** Responsible for planning and administering social service programs; discharge planning; and coordination of community resources.

**OTHER REQUIREMENTS:** Two years of experience in long term care or human services.

### Registered Nurse

**DUTIES:** Uses a general understanding of the principles of nursing and basic physical assessment skills in the development and implementation of individualized nursing care plans to ensure the needs of patients and residents are met.

**OTHER REQUIREMENTS:** Current RN license; current physical assessment skills and comprehensive knowledge of nursing principles.

### Unit Manager/Director

**DUTIES:** Responsible for nursing care and management of a nursing unit.

**OTHER REQUIREMENTS:** Current RN license; four years of nursing experience. A diploma/degree may be substituted for one year of clinical experience; a BSN may be substituted for two years of clinical experience.

**Salary range:** \$64,000 - \$83,000

### Infection Control Coordinator

**DUTIES:** Provides patients, residents, and personnel with established guidelines to follow in prevention and spread of contagious, infectious, or communicable disease.

**OTHER REQUIREMENTS:** Current RN/LVN license. Three years of clinical experience, two years in long term care. Attendance at infection control seminar.

### Staff Development Director

**DUTIES:** Assesses the educational needs of the staff and plans, develops, and implements training programs to meet those needs.

**OTHER REQUIREMENTS:** Current RN/LVN license. Three years of clinical experience. Two years of experience in long term care. Previous experience in teaching adults.

**Salary range:** \$59,000 - \$88,000

### Clinical Nurse Assessment Coordinator

**DUTIES:** Manages the overall process and tracking of all required health assessments and coordinates the overall care for patients.

**OTHER REQUIREMENTS:** Current RN license. One year long term care clinical nursing experience in Medicare/Medi-Cal reimbursement and MDS completion.

**Salary range:** \$65,000 - \$87,000

### Director of Nursing Services

**DUTIES:** Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel in rendering patient and resident care.

**OTHER REQUIREMENTS:** Current RN license. Five years of clinical experience with at least two years of experience in nursing supervision in a long term care setting.

**Salary range:** \$90,000 - \$123,000

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### **Respiratory Therapist**

**DUTIES:** Assesses patients' and residents' conditions; administers prescribed therapy and aerosolized medications; and observes and records patients' and residents' progress and response to therapy modalities, including adverse reactions to drugs and therapy.

**OTHER REQUIREMENTS:** Basic cardiac life support certification. Licensure/certification as required by state law.

### **Physical Therapist Assistant**

**DUTIES:** Implements physical therapy programs and provides physical therapy treatments to patients and residents to facilitate increased independence and functioning.

**OTHER REQUIREMENTS:** Licensure/certification as required by state law.

### **Occupational Therapist Assistant**

**DUTIES:** Implements occupational therapy programs and provides occupational therapy treatments to patients and residents to facilitate increased independence and functioning.

**OTHER REQUIREMENTS:** Licensure/certification as required by state law.

## **Bachelor's Degree +**

### **Rehabilitation Program Manager**

**DUTIES:** Efficiently manages rehabilitation services in his/her account(s).

**OTHER REQUIREMENTS:** BS in rehabilitation discipline. Thorough knowledge of Medicare and third party billing.

**Salary range:** \$119,000 - \$128,000

### **Director of Social Services**

**DUTIES:** Supervises social services staff. Provides direct services, advocacy, counseling, service coordination, discharge planning, education, in-servicing, policy and program development, and community relations.

**OTHER REQUIREMENTS:** Licensure in accordance with state law.

### **Social Worker**

**DUTIES:** Provides direct services, advocacy, counseling service coordination, discharge planning, education, in-servicing, policy and program development, and community relations.

**OTHER REQUIREMENTS:** Licensure in accordance with state law.

## **Master's Degree**

### **Nurse Practitioner**

**DUTIES:** Provides primary medical care services in collaboration with the physician and in consultation with the nursing staff regarding medical care services related to patient and resident care.

**OTHER REQUIREMENTS:** Licensure in accordance with state law.

### **Occupational Therapist**

**DUTIES:** Facilitates the learning of skills and functions essential for adaptation of life skills to diminish or correct pathology of patients and residents.

**OTHER REQUIREMENTS:** Licensure in accordance with state law.

### **Physical Therapist**

**DUTIES:** Facilitates the learning of those skills and functions essential for promoting functional independence to diminish or correct pathology of patients and residents.

**OTHER REQUIREMENTS:** Doctorate prepared and licensure in accordance with state law.

### **Speech/Language Pathologist**

**DUTIES:** Organizes and conducts speech/language programs to facilitate rehabilitation. Facilitates the learning of those speech, language, and cognitive skills essential to diminish or correct pathology of patients and residents.

**OTHER REQUIREMENTS:** Licensure in certificate of clinical competency from the American Speech/Language/Hearing Association, or eligible to participate as a clinical fellow.

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