

ADDENDUM 3

LeadingAge California Member Workforce Breakdown By Position

The following job titles are representative of those in our member organizations. It is not an exhaustive list but is derived from a survey of members related to positions and related educational requirements.

Community Management & Administration

The job titles in this job family match positions whose incumbents are directly responsible for facility or community management and administration.

	Required/Preferred Level of Education
Executive Director/Administrator (CCRC or Multi-Level)	College degree
Administrator (SNF)	College degree
Administrator (Residential Care)	College degree
Administrator/Manager (Housing)	College degree
Assistant Administrator (SNF, Residential Care or CCRC)	College degree
Assistant Administrator (Independent Living)	College degree
Assistant/Night Manager (Independent Living)	
Resident Manager (Independent Living)	
Director of Residential Services	College degree
Director of Nursing (DON)	College degree
Director of Volunteers	
Director of Activities	
Activity Director (SNF)	
Activity Assistant	none
Director of Social Services	College degree
Social Services Designee	College degree
Social Services Coordinator (HUD Housing Only)	
Admissions Counselor	
Occupancy Specialist (Housing)	
Chaplain	

Nursing/Health Services

The descriptions in this job family match positions associate with resident care.

	Level of Education
Assistant Director of Nursing	
Supervisor of Residential Care/Assisted Living	College degree
Director of Staff Development	College degree
RN Charge Nurse	College degree
RN	College degree
LVN Charge Nurse	College degree
LVN	College degree
Certified Nurse Assistant	College degree
Nurse Assistant	College degree
MDS Coordinator	College degree
Restorative Aide	College degree
Personal Care Aide	College degree
Social Worker MSW/LCSW	College degree

Food Services

The descriptions in this job family match positions associated with food services.

	Level of Education
Director of Food Services	
Chef	College degree
Diet Technician	College degree
Cook I – Entry Level	none
Cook II	none
Baker	none
Host/Hostess	none
Dining Room Supervisor	
Food Services Worker	none

Housekeeping and Maintenance

The descriptions in this job family match positions associated with housekeeping and maintenance.

	Level of Education
Housekeeping Supervisor/Manager	
Housekeeping/Laundry/Janitorial	none
Director of Environmental Services	College degree
Maintenance Supervisor	
Maintenance Technician I – Entry Level	none
Maintenance Technician II	

Groundskeeper Supervisor	
Groundskeeper Basic	none
Painter	none

General Administration

Descriptions in this job family are intended to match position of the staff of a multiple-facility headquarters or corporate management unit. Larger stand-alone facilities may also have these positions on staff.

Salaried Positions

	Level of Education
Controller	
Senior Accountant	College degree
Staff Accountant	College degree
Director of Human Resources	College degree
Director of Sales/Marketing	College degree
Director of Property Management	College degree
Director of Compliance	College degree
Director of Philanthropy	College degree
Marketing Representative	
Manager, Information Systems	

Hourly Positions

	Level of Education
Accounting Clerk/Bookkeeper	
Human Resource Generalist	
Human Resource Assistant	
Office Manager	
Executive/Administrative Secretary	
Administrative Assistant/Support	
Receptionist/Clerk Typist	
Office Clerk	
Medical Records Clerk	
Central Supply Clerk	
Rental/Recertification Clerk	
Van Driver	none
Security Person	none