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**CareForTheAging.org**

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| MEMORY CARE | SKILLED NURSING | ASSISTED LIVING | SHORT STAY REHAB |
| *care for Alzheimer’s, dementia and other types of memory problems* | *licensed healthcare facilities that offer round-the-clock nursing care* | *combines housing, support services and health care, as needed* | *therapy for individuals recovering from a surgery, illness or accident* |

## *Why work in long term care?*

*Life is all about the connections you make with other people. In long term care, you will be enriching the lives of others, who will enrich yours as well.*

**PLEASE NOTE:** **Text in red font is hard coded content and can’t be edited. This will help us ensure branding consistency.**

The content that appears in the sections below is a text preview feature. The descriptions for positions can be edited on the position description page found under the Find Your Career tab accessed from the top navigation bar. The changes you make to the content on position description page will automatically be reflected on the homepage.

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| *Certified Nursing Assistant* | *Nursing* |
| *Administration* | *Social Services* |
| *Therapy* | *Care Coordination* |
| *Activities* | *Support Services* |

1. ***What is Long Term Care?***

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| **TESTIMONIALS** |
| TESTIMONIAL 1 | TESTIMONIAL 2 | TESTIMONIAL 3 | TESTIMONIAL 4 |
| **Please DO NOT edit this content**. You can however replace this content by gathering testimonials from professionals employed in your state-specific nursing facilities. |

## *It’s not one size fits all.*

*Our oldest generation is as diverse as our youngest. Settings vary based on needs.*

**PLEASE NOTE:** **Text in red font is hard coded content and can’t be edited. This will help us ensure branding consistency.**

* ***Skilled Nursing***

Skilled nursing care facilities are licensed healthcare facilities that offer round-the-clock nursing care and are inspected and regulated by a state’s department of health services. Skilled nursing care involves trained professionals performing services that are needed due to temporary or permanent injury or illness. Staff also provide custodial or personal care that focuses on helping residents with activities of daily living such as bathing, dressing, personal hygiene, eating, maneuvering in and out of bed, walking and incontinence. Seniors who require a skilled nursing setting can no longer live alone and need more help than their family or present care giver can provide.

* ***Assisted Living***

Assisted living combines housing, support services and health care, as needed, to older adults who are still active and vital but can no longer live independently. Those that need assistance with everyday activities such as bathing, eating and dressing may find that assisted living is a good option for them. Personal care services in assisted living often include transportation and medication assistance, and certain services are available around the clock. Assisted living facilities typically do not provide direct nursing care, but help seniors obtain that care when needed. Seniors in assisted living usually have the option of a private room or shared space in an apartment, depending on their preferences and budget. Assisted living facilities are not federally regulated but are often licensed by the state in which they are located.

* ***Short Stay Rehabilitation***

Short-stay rehabilitation programs provide therapy for individuals recovering from a surgery, illness or accident, helping them to achieve their maximum functional capacity and get back to their homes. Short-stay rehab patients are not necessarily frail or elderly. They may simply require physical, occupational, speech therapy or a skilled service following time in a hospital. The length of stay for those needing short-term, in-patient rehabilitation can range from a couple of days to several weeks. Skilled nursing facilities (SNFs) offer short-term rehabilitation services that may be covered by Medicare for up to 100 days. Dedicated, skilled therapists are part of an interdisciplinary team that includes physicians, nurses, social workers and nutritionists, who work with the patient and family members to develop an individualized plan of care focused on returning the person to their community at their optimal functional level.

* ***Memory Care***

Memory care is a distinct set of services that specifically caters to patients with Alzheimer’s disease, dementia and other types of memory problems. Alzheimer’s and dementia pose unique care challenges. In addition to providing assistance with activities of daily living, the staff in memory care are specially trained to assist people with dementia or impaired cognition. Communities that provide memory care often have a neighborhood solely for residents requiring this kind of care and incorporate design elements that research has shown to lower stress in individuals with Alzheimer’s or dementia. Outdoor and indoor spaces are designed to be both secure and soothing. In addition to the general state-level licensing of care facilities, memory care can be further regulated by special laws requiring care providers to perform certain additional tasks and disclose the special services they offer.

*The Most Caring Career*

*While a paycheck may be enough reward for performing a job, your life’s work deserves more. Fulfillment. A sense of purpose. The knowledge that you are making the world just a little bit better.*

Service to others meets all those criteria – fulfillment in knowing that you making a difference in the lives of individuals not related to you, purpose in focusing on other people rather than yourself, and often immediate evidence that you are improving the world one smile at a time.

Geriatric caregiving provides even more. You will assist a population that has already done its best to make the world a better place. You will establish long term relationships and enrich your own life as well as others. And you will work in an environment with other compassionate, like-minded people who share your desire to make a difference.

* ***Serving Seniors***

Today’s seniors raised us, educated us and supported us through all of our challenges and struggles. Now many of them need our help.

Families do what they can, but dementia and other complex conditions often require full-time care and medical expertise. Skilled nursing and assisted living facilities provide what loved ones often cannot. Senior living communities are active, welcoming places where residents can continue to maintain independence and vitality. They also have the expertise to handle complicated medical conditions and are well-equipped to handle the financial and social services needs of disabled, chronically ill and geriatric residents.

* ***Diverse Communities***

Small or large, skilled nursing and assisted living facilities are complex communities alive with action. A diverse group of people and occupations come together to best serve residents’ health care needs utilizing a person-centered approach. Unlike other care settings, where interactions with patients and families are intermittent, geriatric care workers develop deep relationships with residents and their families.

Staff at skilled nursing and assisted living facilities work on collaborative teams, maximizing and utilizing each person’s unique skills and knowledge to provide the best possible care to residents.

There are many occupations to pursue in geriatric care. Direct caregivers, primarily [nurses](http://ihca.wpengine.com/find-your-career-path/nursing/), [nurse assistants](http://ihca.wpengine.com/find-your-career-path/certified-nursing-assistants/), [therapists](http://ihca.wpengine.com/find-your-career-path/therapy/), and others, are in high demand. Other professionals are also necessary to ensure the best care is provided, including those in [administration](http://ihca.wpengine.com/find-your-career-path/administration/), [social services](http://ihca.wpengine.com/find-your-career-path/social-services/), [dietary and nutrition](http://ihca.wpengine.com/find-your-career-path/support-services/#dietarya), [care coordination](http://ihca.wpengine.com/find-your-career-path/care-coordination/), [activities planning](http://ihca.wpengine.com/find-your-career-path/activities/) and various other [support services](http://ihca.wpengine.com/find-your-career-path/support-services/). All of these roles have the potential to be deeply rewarding, because they all impact patient care in some way.

With an aging population, there are currently many opportunities in long term care and assisted living, whether you’re looking for an entry level position or a path to professional advancement.

1. ***Find Your Career Path***
* ***Certified Nursing Assistant***

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| *The main role of a Certified Nurse Assistant (CNA) is to provide basic care to patients and assist them in daily activities that include bathing, dressing, feeding and taking vital signs. The role of a CNA is not glamorous but is extremely essential in long term care. Compassionate individuals with a deep desire to care for others are needed to fill these positions.****Education & Experience:****A CNA must complete a state approved nurse aide training program, pass the nurse aide competency evaluation consisting of both a written and a skills test, and be listed in good standing as a CNA on the Indiana Nurse Aide Registry. A nurse aide training program consists of a minimum of 30 hours of classroom instruction and 75 hours of clinical training. The training program must be approved by the*[***Indiana State Department of Health (ISDH)***](http://www.in.gov/isdh/20510.htm)*.* | ***Salary Average****$23,000****Certifications****Qualified Medication AideRestorative Aide****Next Steps***[***Qualified Medication Aide***](https://carefortheaging.org/find-your-career-path/certified-nursing-assistants/#qma)[***Restorative Aide***](http://ihca.wpengine.com/find-your-career-path/therapy/#ra)[***Licensed Practical Nurse***](http://ihca.wpengine.com/find-your-career-path/nursing/#lpn)[***Social Services***](http://ihca.wpengine.com/find-your-career-path/social-services)[***Activities Professional***](http://ihca.wpengine.com/find-your-career-path/activities) |

* ***Qualified Medication Aid***

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| *A qualified medication aide (QMA) is a certified nurse aide (CNA) who has completed additional training and demonstrated competency while dispensing medications and applying or administering treatments under the direct supervision of a registered nurse or a licensed practical nurse. The QMA assists the professional nursing staff in assuring that standards of resident care, comfort, and safety are maintained by administering medications and treatments.****Education & Experience:****A QMA must complete a state-approved CNA training program and complete 1,000 work hours as a CNA before applying to the QMA training program. The QMA training program consists of at least 100 hours of training to include 60 hours of classroom instructions and 40 hours of supervised practicum. The training program must be approved by the*[***Indiana State Department of Health (ISDH)***](http://www.in.gov/isdh/20507.htm)*. A QMA must also pass a competency evaluation program consisting of a written test and be listed in good standing as a QMA on the Indiana Aide Registry.* | ***Salary Average****$26,000****Certifications****Medical Records****Next Steps***[***Nurse***](http://ihca.wpengine.com/find-your-career-path/nursing/) |

* ***Licensed Practical Nurse***

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| *A Licensed Practical Nurse (LPN) is responsible for the coordination and performance of nursing activities in an assigned section/unit during a designated shift. In the absence of other senior management, an LPN may be responsible for oversight of the facility during certain shifts.****Education & Experience:****A Licensed Practical Nurse (LPN) candidate must complete a state-accredited nursing school program, which usually takes about one year to complete. He or she must then apply to the*[***Indiana Professional Licensing Agency***](http://www.in.gov/pla/2493.htm)*(IPLA) and register for the National Council Licensure Examination (NCLEX) through the National Council of State Boards of Nursing (NCSBN). Upon state and NCSBN approval, the prospective LPN must pass the NCLEX examination.*[***Scholarships***](http://www.indianahealthcarefoundation.org/pages/Scholarship/)*for individuals pursuing educational training for RN/LPN Bachelor or Associate degrees are available.* | ***Salary Average****$41,500****Certifications***[***Wound Care***](http://www.ihca.org/education-woundcourses/)[***Dementia Care***](http://www.ihca.org/education-dementia/)*Hospice and Palliative CareInfection PreventionDialysis****Next Steps***[***Registered Nurse***](https://carefortheaging.org/find-your-career-path/nursing/#rn)*MDS Coordinator* |

* ***Registered Practical Nurse***

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| *A Registered Nurse (RN) provides professional nursing care to patients to ensure their comfort and well‐being. RNs administer prescribed medications and treatments, perform diagnostic tests and analyze results, and maintain residents’ medical records upon observation. They also oversee other workers such as LPNs and CNAs and may assist a physician/medical director during treatment and examination of a resident.****Education & Experience:****A Registered Nurse (RN) candidate must complete a four-year bachelor’s of science (BSN), an associate’s degree in nursing (ADN), which typically takes two to three years to complete, or receive a diploma from a state-accredited nursing program. He or she must then apply to the*[***Indiana Professional Licensing Agency***](http://www.in.gov/pla/2493.htm)*(IPLA) and register for the National Council Licensure Examination (NCLEX) through the National Council of State Boards of Nursing (NCSBN). Upon state and NCSBN approval, the prospective RN must pass the NCLEX-RN examination.*[***Scholarships***](http://www.indianahealthcarefoundation.org/pages/Scholarship/)*for individuals pursuing educational training for RN/LPN Bachelor or Associate degrees are available.* | ***Certifications***[***Wound Care***](http://www.ihca.org/education-woundcourses/)[***Dementia Care***](http://www.ihca.org/education-dementia/)*Hospice and Palliative CareInfection PreventionDialysis****Next Steps****MDS Coordinator*[***Unit Manager***](https://carefortheaging.org/find-your-career-path/nursing/#um)[***Assistant Director of Nursing***](https://carefortheaging.org/find-your-career-path/nursing/#adon) |

* ***Unit Manager***

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| *The Unit Manager is responsible for supervising the nursing staff (CNAs, LPNs, RNs) on an assigned unit to ensure continuity and quality of resident care while promoting an environment of learning and independence.****Education & Experience:****A Unit Manager must meet the registered nurse education requirements and typically have between three and five years of experience in a clinical setting with some management experience.* | ***Salary Average****$55,000****Certifications***[***Wound Care***](http://www.ihca.org/education-woundcourses/)[***Dementia Care***](http://www.ihca.org/education-dementia/)*Hospice and Palliative CareInfection PreventionDialysis****Next Steps***[***Assistant Director of Nursing***](https://carefortheaging.org/find-your-career-path/nursing/#adon)[***Director of Nursing***](https://carefortheaging.org/find-your-career-path/nursing/#don) |

* ***Assistant Director of Nursing***

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| *The Assistant Director of Nursing (ADON) is responsible for supervising clinical staff (CNAs, LPNs, RNs) to help insure continuity and quality of resident care. In the Director of Nursing’s absence, the ADON assumes responsibility for the nursing department.****Education & Experience:****An ADON must meet the registered nurse education requirements and typically possess at least five years experience in a clinical setting with some management experience.* | ***Salary Average****$63,000****Certifications***[***Wound Care***](http://www.ihca.org/education-woundcourses/)[***Dementia Care***](http://www.ihca.org/education-dementia/)*Hospice and Palliative CareInfection PreventionDialysis****Next Steps***[***Director of Nursing***](https://carefortheaging.org/find-your-career-path/nursing/#don)*Staff Development Coordinator* |

* ***Director of Nursing***

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| *The Director of Nursing (DON) is responsible for supervising all nursing staff, ensuring there is adequate nursing staff, and ensuring that the staff’s skills remain current in order to meet the needs of the residents and state and federal regulations. The DON oversees development and implementation of nursing policy and procedure and communication of the needs of the residents to the physicians.****Education & Experience:****A director of nursing must meet the registered nurse education requirements and typically possess a minimum of five years experience in a clinical setting with some management experience.* | ***Salary Average****$83,000****Certifications***[***Wound Care***](http://www.ihca.org/education-woundcourses/)[***Dementia Care***](http://www.ihca.org/education-dementia/)*Hospice and Palliative CareInfection PreventionDialysis****Next Steps***[***Quality Assurance Nurse***](https://carefortheaging.org/find-your-career-path/nursing/#qan) |

* ***Quality Assurance Nurse***

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| *The Quality Assurance (QA) Nurse looks for ways to improve procedures within a skilled nursing or assisted living community, with the goal of improving resident care. To meet the continued regulatory changes, the QA Nurse participates in the development, evaluation, and implementation of policies and procedures and in continuing education related to professional standards of the nursing practice. QA Nurses are sometimes facility based but oversee multiple facilities.****Education & Experience:****QA Nurses must meet the registered nurse licensure requirements and have at least five years of experience in a clinical setting with some management experience included.* | ***Salary Average****$87,000****Certifications****Health Care Quality & Management (HCQM) Certification****Next Steps****Senior Nurse Consultant* |

* ***Administrator (HFA/RCA)***

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| *The Health Facility Administrator (HFA) in a skilled nursing center or the Residential Care Administrator (RCA) in an assisted living community is responsible for overseeing daily operations and management of the entire facility to ensure it is in compliance with all state and federal surveys requirements. HFA/RCAs are also responsible for census development, resident/patient care, positive employee relations, and implementing facility programs.****Education & Experience****Administrators must obtain at least a bachelor’s degree in public health, healthcare administration, business administration. Some administrator positions require an advanced degree in a related field. After submitting an application to the*[***Indiana Professional Licensing Agency***](http://www.in.gov/pla/2824.htm)*(IPLA) and completing a five to six month Administrator-in-Training (AIT) or internship experience in a residential care or health care facility, an AIT must then complete an*[***RCA/HFA Course***](http://www.ihca.org/education-administratorcourse/)*and pass the licensing exam.*[***Scholarships***](http://www.indianahealthcarefoundation.org/pages/Scholarship/)*for individuals pursuing educational training for Health Facility Administrator/Residential Care Administrator licensure are available.* | ***Salary Average****$99,000****Certifications****Licensed HFAs and RCAs must obtain at least 40 hours of continuing education during each two year licensing period.****Next Steps****Operations Management* |

* ***Social Services Designee***

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| *Social service designees are entry-level social work assistants who work in senior living communities. Social service designees work under the supervision of licensed social workers and other staff who have more education and experience, and assist these professionals with their daily tasks. They often conduct admission interviews, inform residents and their families of their rights, advocate for residents with social services organizations, help residents to adjust to living in the facility and coordinate care services.****Education & Experience:****Social service designees need to have a high school diploma and to have completed and passed a state-approved*[***Social Service Designee course***](http://www.ihca.org/education-ssdcourse/)*. A facility with less than 120 beds can employ a Social Service Designee as the Social Service Director. Quarterly consultations with a person meeting the full Director requirements is required in these situations.*[***Scholarships***](http://www.indianahealthcarefoundation.org/pages/Scholarship/)*for individuals pursuing educational training for Social Service Designee certification are available.* | ***Salary Average****$30,000****Certifications****None required****Next Steps***[***Social Worker***](https://carefortheaging.org/find-your-career-path/social-services/#sw) |

* ***Social Worker***

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| *Social workers who are employed in geriatric care communities perform a number of functions, including helping new residents adjust to life in their new environment, advocating for the residents’ needs and rights, providing supportive counseling and making psychosocial assessments. Social workers collaborate with other health care professionals, such as physicians and nurses, to develop an individualized plan of care. When discharge is an option, the social worker will make referrals for mental health services and coordinate discharge planning. If an older adult is not expected to go home, the social worker can help him or her deal with feelings of loss or depression. The social worker’s duties may be related to end of life planning. Any facility with more than 120 beds must employ a qualified social worker on a full-time basis.****Education & Experience:****A social worker must possess a bachelor’s degree in Social Work (BSW) or in a human services field including but not limited to sociology, special education, rehabilitation, counseling, and psychology. This typically takes four years to complete.* | ***Salary Average****$43,000****Certifications****Social workers must obtain 40 hours of continuing education credits in a two-year cycle to maintain licensure.****Next Steps***[***Social Services Director***](https://carefortheaging.org/find-your-career-path/social-services/#ssdr) |

* ***Social Services Director***

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| *The social services director is responsible for ensuring that the social, psychological and physical needs of all residents in the senior living community are being met. They provide counseling and social services to residents and their families. The social services director reports directly to the administrator and participates in interdisciplinary team meetings, providing information on an individual resident’s psychosocial condition.****Education & Experience:****A social services director must have a bachelor’s degree in Social Work (BSW) or in a human services field including but not limited to sociology, special education, rehabilitation, counseling, and psychology and needs one year of supervised social work experience in a healthcare setting working directly with individuals.* | ***Salary Average****$46,000****Certifications****Social services directors must meet the same continuing education requirements as social workers.****Next Steps***[***Administrator***](https://carefortheaging.org/find-your-career-path/administration/#adm)*Social Services Consultant* |

* ***Restorative Aide***

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| *A restorative aide is a certified nursing assistant (CNA) who has additional, specialized training in restorative nursing care. Restorative aides assist residents with exercises designed by the nursing or rehabilitation staff to help them improve the use of limbs and body functions. A restorative aide’s duties can include assisting residents with walking, strength training and range of motion exercises, dressing and grooming. Restorative aides work as a part of a care team and are responsible for documenting residents’ daily activities and progress. Like CNAs, restorative aides play a very hands-on role in the care process and spend a significant part of their time working closely with residents.****Education & Experience:****Restorative aide is a skill and a job classification that builds on a CNA (Certified Nurse Aide). Work experience as a CNA and usually completion of high school or GED.* | ***Salary Average****$33,000****Certifications****Physical Therapy (PT)Occupational Therapy (OT)SpeechRespiratoryMusic****Next Steps****Physical Therapy Assistant (PTA)Occupational Therapy Assistant (OTA)* |

* ***Rehabilitation Therapist***

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| *A rehabilitation therapist is a health and wellness specialist trained to assist, diagnose and treat individuals with mobility problems caused by injury, illness or accidents. Rehabilitation therapists are responsible for evaluating and diagnosing mobility impairments resulting from strains, fractures, sprains, diseases, and numerous other conditions. Based on their examinations, they recommend and administer therapeutic exercises and other forms of appropriate treatment.****Education & Experience:****Rehabilitation therapists are required to have an undergraduate degree in biology, chemistry, physics, anatomy or a similar field. They must pass the National Physical Therapy Examination (NPTE) administered by the Federation of State Boards of Physical Therapy (FSBPT).* | ***Salary Average****$83,000****Certifications****Physical Therapy (PT)Occupational Therapy (OT)SpeechRespiratoryMusic****Next Steps***[***Director of Rehabilitation Services***](https://carefortheaging.org/find-your-career-path/therapy/#dors) |

* ***Director of Rehabilitation Services***

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| *A Director of Rehabilitation Services directs the programs and staff of the rehabilitation services department for the senior living community. They set and implement guidelines for rehabilitation programs such as physical therapy, occupational therapy, and speech therapy and assigns patients to staff therapists for treatment and reviews residents’ progress. The director of rehabilitation also communicates results of resident care to other services and departments.****Education & Experience:****A Director of Rehabilitation Services must meet all of the same education and certification requirements as a rehabilitation therapist. The role may also require an advanced degree in physical therapy and at least seven years of direct experience in the field.* | ***Salary Average****$85,000****Certifications****Physical Therapy (PT)Occupational Therapy (OT)SpeechRespiratoryMusic****Next Steps****Regional Director of RehabilitationCorporate Director of Rehabilitation* |

* ***Customer Care Coordinator***

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| *The Customer Care Coordinator (CCC) oversees the welcoming of new resident admissions throughout the facility on their first day or the first day back after a hospital stay. The CCC completes resident orientation, helps residents to acclimate to their new surroundings, and contacts the family easy anxiety and answer any questions they may have. The CCC serves as a bridge of communication between the clinical and admissions teams in matters of resident customer care concerns and provides follow-up phone contact to all residents discharged from the facility to ensure a smooth transition home.****Education & Experience:****Bachelor’s degree preferred or three years equivalent experience in lieu of a degree; One to three years nursing facility, community relations, customer service and/or customer relations, sales and/or social service experience required. Previous health care admissions/marketing/sales experience preferred.* | ***Salary Average****$33,000****Certifications****None required****Next Steps***[***Admissions Director***](https://carefortheaging.org/find-your-career-path/care-coordination/#admd)*Discharge Planner* |

* ***Business Office Manager***

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| *The Business Office Manager is responsible for all financial transactions and reconciliations as well as business office record keeping with the facility, supervising any subordinates and providing customer service to our residents and families.****Education & Experience:****This position typically requires either an Associate’s degree or a minimum of 3 years of experience functioning as the payroll, clerk and accounts payable (A/P) clerk.* | ***Salary Average****$45,500****Certifications****None required****Next Steps***[***Administrator***](http://carefortheaging.org/find-your-career-path/administration/)*Regional Director of FinanceChief Financial Officer (CFO)* |

* ***Admissions Director***

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| *The Admissions Director coordinates all aspects of resident care including admissions, discharges, resident assessments and care plans with residents, residents’ families, staff and administration. The Admissions Director provides facility tours and serves as a liaison between hospitals, physicians and other healthcare providers who provide patient referrals to the facility.****Education & Experience:****This position often requires an associate degree in business with a bachelor’s degree preferred or equivalent work experience in a healthcare environment with a focus on community relations.* | ***Salary Average****$47,000****Certifications****None required****Next Steps****Regional Director of Admissions* |

* ***Activities Assistant***

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| *An Activity Assistant coordinates the activity program to meet the needs, interests, and capabilities of the residents.****Education & Experience:****None required* | ***Salary Average****$22,500****Certifications****None required****Next Steps***[***Activities Director***](https://carefortheaging.org/find-your-career-path/activities/#actd) |

* ***Activities Director***

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| *The Activity Director is responsible for directing the development, implementation, supervision and ongoing evaluation of the activities program. This includes scheduling activities, both individual and groups, implementing and/or delegating implementation of these programs, monitoring and evaluating the response to the programs to determine if the activities meet the assessed needs of the resident.****Education & Experience:****An Activity Director must be a qualified therapeutic recreational specialist or an activities professional who is licensed or registered by the state. They must have two years of experience in a social or recreational program within the last five years, one of which was full-time in a patient activities program in a healthcare setting, or be a qualified occupational therapist (OT) or occupational therapy assistant (OT). The activity director is also required to complete a*[***state-approved activity director course***](http://www.ihca.org/education-activitycourse/)*.* | ***Salary Average****$36,000****Certifications****None required* |

* ***Housekeeping***

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| *The Housekeeping Assistant keeps the facility and resident rooms clean, odor free, and in good order. They provide a clean, appealing, safe, and sanitary environment for the facilities residents, visitors, and staff. The Housekeeping Supervisor directs, controls, plans, and modifies the Housekeeping Department to ensure a clean and safe environment for the facility.**The Housekeeping Assistant keeps the facility and resident rooms clean, odor free, and in good order. They provide a clean, appealing, safe, and sanitary environment for the facilities residents, visitors, and staff. The Housekeeping Supervisor directs, controls, plans, and modifies the Housekeeping Department to ensure a clean and safe environment for the facility.* | ***Salary Average****Assistant: $20,000Supervisor: $34,000****Certifications****None required****Next Steps****Environmental Services Director* |

* ***Laundry***

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| *The Laundry Assistant keeps facility linens and personal clothing clean and in good repair, maintains standards of sanitation and meets residents’ daily laundry needs by providing adequate supplies of clean clothing and house linens. The Laundry Supervisor directs, controls, plans, and modifies the Housekeeping Department to ensure a clean and safe environment for the facility.****Education & Experience:****The Laundry Assistant position does not require any specific education. The Laundry Supervisor must have a high school diploma or equivalent, have least two years of laundry or relevant experience and be willing to receive education on leadership and supervision.* | ***Salary Average****Assistant: $20,000Supervisor: $34,000****Certifications****None required****Next Steps****Environmental Services Director* |

* ***Maintenance***

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| *A Maintenance Assistant ensures the comfort and safety of the residents, visitors, and staff through proper repair, maintenance, and custodial services of the facility, building and grounds. They assist the facility staff in continually providing a clean and orderly environment in a safe and sanitary manner. The Maintenance Supervisor provides maintenance support and assistance to the facility and the Administrator for any direction given, to maintain the physical plant, its property and grounds, thus to work to assure the comfort and safety of the residents and staff.****Education & Experience:****The Maintenance Supervisor must have a working knowledge of plumbing/heating, understand safety with electricity and have the ability to repair items.* | ***Salary Average****Assistant: $28,500Supervisor: $45,500****Certifications****None required****Next Steps****Environmental Services Director* |

* ***Dietary Aide***

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| The Dietary Aide is responsible for the proper delivery of meals and nutrients at scheduled times and places while assisting in sanitary maintenance of the assigned work area.**Education & Experience:**No prior experience is required. | **Salary Average**$19,900**Certifications**None required**Next Steps**Assistant Dietary Manager[**Dietary Manager**](https://carefortheaging.org/find-your-career-path/support-services/#dietarym) |

* ***Cook***

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| The Cook is responsible for the preparation and service of all food and nourishments. This position is responsible for cleaning all equipment, pots and pans, and utensils used in the preparation and service of food. They are also responsible for cleaning own working area. This position is considered to be a working leadership position and requires self-discipline, diplomacy, and adaptability.**Education & Experience:**Some experience as a professional cook is required. | **Salary Average**$23,500**Certifications**Certified Dietary Manager (CDM)Certified Food Protection Professional (CFPP)**Next Steps**Assistant Dietary Manager[**Certified Dietary Manager**](https://carefortheaging.org/find-your-career-path/support-services/#dietarym) |

* ***Dietary Manager***

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| The Assistant Dietary Manager assists in the managing of all aspects of the dietary department, keeping the Dietary Manager informed of any problems relating to the dietary department and relieving the Dietary Manager on days off. The Dietary Manager supervises, instructs, and evaluates employees engaged in preparing and serving meals, while maintaining high standards of sanitation and safety. **Education & Experience:**The Assistant Dietary Manager requires a high school diploma, and a minimum of 2 years in a dietary position. This candidate must also agree to take the dietary manager’s course offered online within 1 year. The Dietary Manager must have a minimum of 5 years of dietary experience, a minimum of a high school diploma, and dietary manager’s certificate or Chef experience. | ***Salary Average****Assistant Dietary Manager: $41,000Dietary Manager: $43,000****Certifications****The Certified Dietary Manager (CDM) exam is available to dietary managers who meet the eligibility requirements of the Association of Nutrition & Food service Professionals (ANFP).* |

***Thank You (this is the page users are directed to after completing the interest indicator form)***

Thank you for your interest in long term care.

We’ll be in touch soon.

***Please note****: This messaging may need further edits once we receive clarification from Design on Tap about the automation process.*

***Notifications***

*This is a Gravity Form template that lives within your content management system. You have the option of setting up additional email notifications that can be sent automatically to those who complete your interest forms. This is optional but recommended. Sample language from* IHCA/INCAL is provided below.

*Thank you for your interest in education and training related to careers in long term care. Your contact information and related detail will be shared with continuing education and higher education providers in your area.*

*In the meantime, please visit the* [*IHCA/INCAL Web site*](http://www.ihca.org/education/) *for a current list of courses, webinars and certifications related to long term care.*

*You can also visit the* [*Indiana Health Care Foundation Web site*](http://www.indianahealthcarefoundation.org/pages/Scholarship/) *to learn more about long term care training scholarship opportunities available throughout the state.*

*{all\_fields}*

*Carefortheaging.org is managed by the* [*Indiana Health Care Association | Indiana Center for Assisted Living*](http://www.ihca.org/)*.*

***Privacy Policy***

*Per the licensing agreement with IHCA/INAL each state affiliate is solely responsible and liable for (i) all uses of the Subdomain and Content and any third-party software thereon or used therewith; (ii) all information and content (including the Content, whether or not modified) posted on the Subdomain; (iii) all information collected from users of the Subdomain, including the collection, use, processing, storage, security, and confidentiality thereof; (iv) populating, Hosting, maintaining, troubleshooting, and all other servicing of the Subdomain; and (v) compliance with all international, federal, state, and local laws and regulations regarding any of the foregoing. You will need to edit the Privacy Policy to reflect any requirements in your state, or specific to your association policies. The language below is provided as an example only.*

*We have established this privacy policy to insure the confidence of visitors to and customers of this web site (this “Site”), and to demonstrate our commitment to fair information practices and the protection of privacy. This privacy policy can be updated from time to time in accordance with the notification requirements set forth below.*

***Information Collected by IHCA/INCAL******General Users****:  IHCA/INCAL does not collect any personal information from users browsing this website.  We may collect non-personal information about your use of our Site, but such information is collected anonymously and in the aggregate.*

***Members, Conference and Education Seminar Registrants, Purchasers of Materials, Services and Sponsorships, Other Customers and Visitors to the website****: Such individuals can be asked to provide limited personal information in order to gain access to the Members Only portion of this Site or in response to other requests. Information such as name, organization, address, phone, and e-mail may also be submitted through conference and seminar registrations, publication orders, subscriptions, and purchases of other products and services. In addition, in order to receive certain communications from IHCA/INCAL, such individuals can be asked to provide contact information such as their name, address, phone number, and e-mail address so that they can become members of a communications or electronic publication distribution list.  You are responsible for providing your most current, accurate and complete personal information or other information that you choose to provide us.  By doing so, you may be able to access and use certain features of our Site that are not otherwise available to non-registered users or non-Members.*

***Individuals utilizing the IHCA Job Bank and/or the IHCA-supported website, CarefortheAging.org****: For participation in the job bank or CarefortheAging.org, individuals will be asked to provide limited personal information including but not limited to name, address, telephone number, email address, education history, degrees obtained, employment history, and type of employment sought. The information collected by the IHCA through the job bank and/or CarefortheAging.org is voluntarily provided by participants, and done so at the participant’s discretion. The information gathered by the IHCA will not be edited or amended by the IHCA, its employees, or contracted staff.*

***Use of Information Collected by IHCA/INCAL*** *Member facility and contact names may be distributed to IHCA/INCAL Associate Members, vendors or sponsors that exhibit at the IHCA trade show and other IHCA/INCAL organized events. Our business partners include, but may not be limited to, all of our affiliated companies (Indiana Health Care Services, Inc., Indiana Health Care Policy Institute) as well as other selected businesses with which we have a business relationship and which we feel adhere to our principles of quality products and services.*

*The information submitted by users to IHCA via the IHCA Job Bank will be accessible by IHCA member entities for the purposes of employee recruitment, and may be disseminated to or accessed by IHCA member entities without the consent of the individual submitting their information to the IHCA Job Bank.*

*The information collected by the IHCA supported website, CarefortheAging.org, will be accessible by IHCA member entities, participating education institutions, and career support centers for the purposes of employee and student recruitment, and may be disseminated to or accessed by the IHCA member entities, participating education institutions, and career support centers without the consent of the individual submitting their information to the IHCA careers website.*

*Without your consent, we reserve the right to communicate with you concerning any of the following: (i) your account, (ii) your use of any IHCA services, (iii) service updates, (iv) to provide you with service announcements, and (v) for technical or customer support purposes. In addition and unless you notify us otherwise, we may also communicate with you about various Services or other activities we believe may be of interest to you.  In addition, we can be required to share information in accordance with applicable law.*

***Security*** *This Site has industry standard security measures in place, and we have taken reasonable measures to insure the safety of your personal information.*

***Password Security*** *You are responsible for maintaining the confidentiality of your member identification and password information, and for restricting access to your computer. You agree to accept responsibility for all activities that occur under your member identification and password.*

***Special Notice Regarding Usage by Children*** *IHCA does not target, intend to collect or allow the collection, storage or use of any Personal Information or other information for anyone under 13 years old. We do not and will not knowingly collect, maintain, store use or disclose such information. If you are under 13 years old, you should not provide any Personal Information or other information about yourself through our Services. If you are a parent or guardian who knows or has discovered your child under the age of 13 has submitted his or her Personal Information or other information without your consent, permission or authorization, once we verify you are the child’s parent or legal guardian, upon request, we will remove your child’s Personal Information or other information from our database. To request removal of your child’s Personal Information and other information, email us at dkapoor@ihca.org and be sure to include the same user name, email address and password your child submitted.  If you don’t know or are not sure, please state so in your email.*

***Links*** *This Site contains links to other websites. Please be aware that we are not responsible for the privacy practices of such other websites. We encourage our users to be aware when they leave our site, and to read the privacy statement of any linked site.*

***Removal from Distribution Lists*** *You can remove yourself from a distribution list by clicking unsubscribe or by sending an email to dkapoor@ihca.org.*

***Notification of Changes to this Policy*** *Notification of any changes to this policy will be posted on this Site. Any modification relating to the use of personally identifiable information in a manner different from that stated at the time of collection will be announced by posting a notice on this website 30 days prior to such change.*