

## 2011 Assisted Living Wage Survey Category Descriptions Response Form Instructions

Please refer to this document as you fill out the survey. **If there is no information for a particular position, leave that space blank.** Nursing facilities with assisted living units who share the services of certain departments, such as dietary, housekeeping, laundry, etc., should record the shared service departments as they are used only for the assisted living unit.

1. **Position**  
Locate the position title that best describes the current staff job titles in your facility from the Position Descriptions and fill out the requested information for each position. Please do not change position titles or add a position as they will not be included in the final results.
  
2. **Number of FTEs (full-time equivalent = 40 hours per week)**  
Enter the number of FTEs for a particular position title in this column.
  
3. **Starting Monthly Salary**  
Enter the starting monthly salary paid for a new Manager with no experience in this position. If a manager is a partial FTE, enter the monthly salary the manager would get if they were a full FTE.
  
4. **Current Monthly Salary**  
Enter the current monthly salary paid for the Manager. If the manager is a partial FTE, enter the monthly salary the manager would get if they were a full FTE.
  
5. **Starting Hourly Rate**  
Enter the starting hourly rate paid for a new employee with no experience for a particular position title (Manager and Assistant Manager/Director of Resident Services not included).
  
6. **Current Average Hourly Rate**  
Enter the current average hourly rate paid at this time for a particular position title (Manager not included). Calculate the rate by taking the total regular pay for each position title from the most recent pay period and divide by the total regular hours worked by that same position title in the same pay period.
  
7. **Minimum Experience Factor**  
*Dollars (\$)* -- Enter the dollar amount that would be **added** to the starting hourly rate for each year of experience for a particular position title (Manager not included). *Do not add the starting hourly rate and the experience factor amounts together.*

**OR**

*Percent (%)* -- Enter the percentage amount that would be **added** to the starting monthly salary or starting hourly rate for each year of experience for a particular position title.

8. **Maximum Experience Factor**  
*Dollars (\$)* -- Enter the maximum dollar amount that would be **added** to the starting hourly rate for years of experience for a particular position title (Manager not included). *Do not add the starting hourly rate and the experience factor amounts together,*

**OR**

*Percent (%)* -- Enter the maximum percentage amount that would be **added** to the starting monthly salary or starting hourly rate for years of experience for a particular position title.

9. **Shift Differential**  
Enter the hourly rate shift differentials paid for the evening, night, and weekend shifts for a particular position title (Manager not included). *Do not add the starting hourly rate and the experience factor amounts together.*

10. **Benefits**  
Enter the benefit information paid or given to employees in the appropriate column for a particular position title. Any particular position title marked with at least one full-time employee is to have benefit information entered as a full-time employee even if part-time employees are included in that same particular position title. Any particular position title marked only with part-time employees, and no full-time employees, should have data entered which reflects part-time status (e.g., full-time employees receive 5 vacation days per year and part-time employees receive 3 vacation days per year; if no full-time employees are entered into that particular position title, then 3 vacation days should be recorded).

**PTO (Paid Time Off)**

If you combine all earned benefit days (vacation, holiday, and sick) per year as one benefit, complete the columns under PTO.

**First Year** – Enter the number of PTO days earned the first year of employment in this column,

**AND**

**Most Days Given** – Enter the maximum PTO number of days given **per year** worked in this column, **not the total days an employee is able to accumulate.**

**OR**

**Separate Earned Benefit Days**

If you separate earned benefit days into vacation, holiday, and sick days, complete these columns. Include a birthday holiday or personal holiday in one of these categories.

**Vacation**

**First Year** – Enter the number of vacation **days** earned the first year of employment in this column. *(Facilities giving PTO days should not include days here unless specific vacation days separate from PTO days are earned.)*

**AND**

**Most Days Earned** -- Enter the maximum vacation days given **per year** worked in this column, **not the total days an employee is able to accumulate.** (*Facilities giving PTO days should not include days here unless specific vacation days are earned separate from PTO days.*)

**Holiday**

**Number Of Days earned (#)** – Enter the number of days given per year as holidays,

**AND**

**Holiday Rate** – Enter the multiplied rate of pay (e.g., regular time (1.0), time-and-a-half (1.5), double time (2.0), etc.) given for those employees who work a holiday (Manager not included).

**Sick Leave**

Enter the number of sick leave days earned per year after the first year of employment. (*Facilities giving PTO days should not include days here unless specific sick leave days are earned separate from PTO days.*)

**Employer Paid Health Insurance - Single Premium Rate**

**Amount Paid (\$)** – Enter the dollar amount of health insurance premiums paid each month **by the employer** for a **SINGLE POLICY** (*if only family policies are paid, the single policy rate should be calculated and that amount entered*).

**OR**

**Percent Paid (%)** –Enter the percentage amount of health insurance premiums paid each month **by the employer** for a **SINGLE POLICY** (*if only family policies are paid, the single policy percentage should be calculated and that amount entered*).

## Assisted Living Position Descriptions

### Admissions/Marketing Director

Assists residents in admission to the facility. May assist with discharging residents from the facility. Assures that the pre-admission information is obtained prior to the arrival of the resident. May complete admission agreements and other appropriate paperwork. May inform residents of resident rights and advance directives. Selects new staff. May also perform the duties of Social Director and/or Social Assistant.

### Assistant Manager/Director of Resident Services

Sets policy; performs managerial functions; and ensures that the facility meets certification, accreditation, and/or licensing standards. Assesses need and coordinates resident services with staff. Explores alternative work procedures and directs staff in processing jobs. Evaluates performance of subordinates. Trains or directs the training of subordinates. Maintains workload, staffing, and unit budget records.

### Cook

Prepares meats, soups, salads, vegetables, and baked goods in large quantities. Prepares new, complex, or difficult to prepare food items. Cuts, packages, and labels meats. Arranges and serves food at the service counter. May supervise lower level food service workers. May also perform the duties of Dietary Assistant.

### Dietary Assistant

Sets and clears tables. Stocks serving line with silverware, trays, napkins, glasses, etc. Fills sugar, salt, pepper, and other containers. Operates automatic dish washing equipment. Sweeps, mops floors, and does other general clean up work. Delivers food carts to outlying areas.

### Dietary Manager

Administrative and supervisory responsibilities for all food service activities in facility. Selects new staff. Responsible for special diet meal preparation, sanitation and safety, food service budget, cost reporting, food procurement, etc. Inspects food received and served. May also perform the duties of Dietary Supervisor and/or Cook.

### Dietary Supervisor/Food Service Supervisor

**The manager of the dietary department should not be placed in this position title even if the facility's name for the position title is a Dietary Supervisor.** Supervisory responsibilities for all food service activities on a shift. Responsible for sanitation and safety standards in work areas. Makes estimates of food needs and orders food supplies. Keeps food purchase and consumption records. Trains or directs the training of new employees. May also perform the duties of Cook and/or Dietary Assistant.

### Housekeeper

Empties trash, cleans, sweeps, vacuums, washes, and does other general janitorial duties. Cleans showers, tubs, toilets, sinks, and other fixtures. Cleaning performed in conformance with sanitation and antibacterial standards. May stock or restock items or supplies.

**Housekeeping Supervisor**

Sets housekeeping and sanitation standards, work methods, and schedules for housekeeping staff. Selects new staff. Directs sanitation and safety training programs. Orders and issues cleaning supplies and equipment. May also perform the duties of Housekeeper.

**Laundry Assistant**

Picks up and delivers laundry. Sorts laundry. Loads and unloads washers and dryers. Irons articles through the use of hand iron or flatware ironing machines. Folds, counts, bundles, and stores laundry. Repairs and alters clothing, curtains, drapes, bedspreads, and other fabric articles. Marks clothing and sews on labels. Sewes in zippers and buttons.

**Laundry Supervisor**

Coordinates, assigns, and inspects work of subordinates. Selects new staff. Supervises washing, drying, and pressing operations. Maintains inventory and equipment. May also perform the duties of Laundry Assistant.

**Maintenance Assistant**

Makes repairs to furniture and equipment. Monitors mechanical, electrical, and ventilation equipment. Hauls and tends supplies. Removes snow and ice. May do routine grounds keeping work such as mowing and trimming.

**Maintenance Supervisor**

Selects new staff. Leads, assigns, trains, and supervises the work of subordinates. Confers with maintenance staff and users to determine appropriate work assignments and schedules. Estimates and records time and cost of projects. Requisitions materials necessary for job completion. May also perform the duties of Maintenance Assistant.

**Manager (Administrator)**

The operating officer and may be titled as Chief Operating Officer, Administrator, Manager, Superintendent, or Director. Oversees and is responsible for the overall management of the facility. May also perform the duties of Assistant Manager.

**Medication Aide**

Possesses state medication aide certification. Provides and documents medication provision.

**Office Manager/Bookkeeper**

Reviews data on vouchers, invoices, etc. to ensure completeness and accuracy. Enters data into ledgers or into computer to ensure proper accounting of funds. Computes amounts to be disbursed to and/or collected from clients. Codes vouchers to facilitate identification, processing, and filing of documents. Acts as a lead worker for other clerical personnel. Able to use computer spreadsheet or accounting programs. May also perform the duties of Secretary and/or Receptionist.

**Personal Care Assistant**

Provides general care and personal hygiene for residents. Observes, evaluates, and reports resident needs and progress. Documents resident services.

**Receptionist**

Greets visitors and answers telephone calls. Answers questions, provides information, and gives directions. Directs calls to proper staff member or office. Takes messages and makes appointments. Receives envelopes and packages. Controls visitor traffic and access to office. May operate paging system or other communication devices. May do other general clerical duties.

**Secretary**

Schedules times and locations for appointments and meetings. Types a variety of materials. Operates a variety of office machines. Maintains file system. Reviews mail and responds to requests as directed. May also perform the duties of Receptionist.

**Social Assistant**

Supervises residents in recreational and educational activities. Escorts residents to and from activities. Leads physical workouts and other group activities. Responsible for general clean up of recreational areas and equipment. May be assigned other duties such as driving residents during outdoor activities, mail delivery, etc.

**Social Director**

Plans resident programs in exercise, music, art, movies, library, and other cultural and activity programs. Organizes recreational, social, and wellness programs. Maintains recreational facilities and equipment. Completes reports on resident services. May also perform the duties of Social Assistant.

**Transportation/Escort/Driver**

Drives van or car. Picks up and delivers passengers. Transports and escorts residents during appointments. May record information concerning trips, mileage, etc. May clean and fuel vehicle.