

Mapping Your

FUTURE



A GUIDE TO CAREER OPPORTUNITIES

A Bright Future

Opportunities for careers in healthcare have never been better.

Today, healthcare is the nation's largest industry – yet critical shortages of qualified workers persist in many health sectors across the country. The specific field of sub-acute and long-term care is a segment of healthcare that is continuing to grow in terms of need. More and more individuals are leaving hospitals and receiving rehabilitation in a short-stay unit instead. In addition, many elderly individuals require long-term care services, and moreover, others require specialized Dementia/Alzheimer's care in a secured, safe environment. Skilled positions such as nursing assistant, physical therapy or occupational therapy assistant, licensed practical nurse, and registered nurse all offer good wages and strong opportunities for advancement. To address the shortage, the Baltimore Alliance for Careers in Healthcare developed an educational initiative called Career Mapping that provides career track information to connect city residents with skilled jobs and careers.

As leading provider of sub-acute, long-term, and specialty care, Genesis Healthcare offers a variety of services in more than 200 centers across 13 eastern states. In addition, Genesis Rehabilitation Services supports our skilled nursing centers and also sends therapists to affiliated assisted living facilities, hospitals, home health companies, adult day programs and outpatient clinics. Our employees are the vital link between Genesis Healthcare and our patients and residents. In fact, we believe that our employees are our greatest asset – they are the service we provide, the product we deliver and our most valuable resource. For those reasons, we take fostering employee career growth very seriously, and we make every effort to recognize *remarkable* employees who provide patient care above and beyond even our high corporate standards.

Career Mapping

Career mapping is simply a "road map" that lists major jobs within an organization and outlines their required qualifications for employment. This visual overview provides information about career opportunities available in Baltimore long-term care facilities and the education and experience needed for career advancement or entry into a particular healthcare occupation.

Who Uses Career Maps?

Virtually anyone can benefit from career mapping. Whether you have yet to attain your high school diploma/GED or have a college degree, career maps can provide a pathway to rewarding careers in the health professions. If you are already employed and want to advance or move into another healthcare occupation, mapping will give you the basics – job duties and education requirements.



Navigating Career Maps

There are two categories of maps based on positions with similar job descriptions and qualifications in long-term care facilities – Clinical and Nonclinical positions. Within each position category there are a series of educational steps as you read from left to right across the map. Generally, education, experience and salary increase as you move right to higher degrees that appear across the top of the page. Within a given degree, there may be an increase in the experience and education/training required as you move from the bottom to the top of the page, although this is not true in all cases.

MAP KEY

8th GRADE

HS/GED+ = High school graduate/High school equivalency certificate, but less than associate's

AA = Associate's degree (2 yr.)

AA+ = More than associate's, but less than bachelor's

BS+ = Bachelor's degree (4 yr.), but less than master's

MASTERS+ = More than master's degree



443.931.3076

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*Source: U.S. Dept. of Labor; Md. Dept. of Labor, Licensing and Regulation

CLINICAL POSITIONS



INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

8th GRADE	HS/GED+	AA	AA+	BS+
<p>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.</p>	<p>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 as required by state law; two years of experience in recreation services for elders; meets all requirements of assistant recreation director role.</p> <p>Assistant Recreation Director DUTIES: Assists with the planning, implementation, scope and emphasis of nursing center recreation programs to encourage and stimulate patients and residents to have fuller and richer lives. OTHER REQUIREMENTS: Completion of the NAAP/NCCAP basic education course for activity professionals; licensure and/or certification as required by state law.</p> <p>Licensed Practical 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: Graduate of state-approved school for practical or vocational nursing; current LPN license.</p> <p>Geriatric Nursing Assistant Specialist DUTIES: Performs various patient and resident care activities and related nonprofessional services essential to caring for personal needs and comfort of patients and residents; performs in leadership role for GNA staff. OTHER REQUIREMENTS: Graduation from Genesis Nursing Assistant Specialist program; completion of state-approved nursing assistant program.</p> <p>Certified Medicine Aide (state-specific) DUTIES: Administers medicines based on current state regulations. OTHER REQUIREMENTS: Meets qualifications of a certified nursing assistant and geriatric nursing assistant with one year of experience in nursing centers and successful completion of a state-approved medicine aide course; licensure/certification as required by state law.</p> <p>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 GNA and has knowledge of restorative nursing philosophy and procedures; licensure/certification as required by state law.</p>	<p>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 LPN; physical assessment skills/competencies and comprehensive knowledge of nursing principles; LPN with additional experience may substitute for RN requirement.</p> <p>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.</p>	<p>Center Nurse Executive 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.</p> <p>Assistant Director of Nursing Services DUTIES: Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel in rendering patient and resident care as directed by the director of nursing services. OTHER REQUIREMENTS: Current RN license; three years of clinical experience with at least two years of experience in a long-term care setting.</p> <p>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.</p> <p>Nurse Practice Educator DUTIES: Assesses the educational needs of the staff and plans, develops and implements training programs to meet those needs. Responsible for infection control. OTHER REQUIREMENTS: Current RN license; three years of clinical experience; two years of experience in long-term care; previous experience in teaching adults.</p> <p>RN Nursing Supervisor DUTIES: Performs responsible supervisory and professional work in directing and coordinating all nursing units. OTHER REQUIREMENTS: Current RN license; experience in the nursing field, including geriatric; supervisory experience in long-term care.</p> <p>Clinical Reimbursement Coordinator DUTIES: Manages the overall process and tracking of all Medicare/Medicaid case-mix documents to ensure appropriate reimbursement for services provided within the center. OTHER REQUIREMENTS: Current RN license; one year long-term care clinical nursing experience; experience in Medicare/Medicaid reimbursement and MDS completion.</p>	<p>Director of Rehab DUTIES: Efficiently manages rehabilitation services in his/her account(s). OTHER REQUIREMENTS: BS in rehabilitation discipline; thorough knowledge of Medicare and third-party billing.</p> <p>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.</p> <p>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.</p> <p>Dietitian DUTIES: Advises administration and food service director as needed on all clinical aspects of the Dietary Department. OTHER REQUIREMENTS: Registered and/or licensed in accordance with state law.</p>

INCREASING LEVELS OF SKILL AND/OR EXPERIENCE

Cont.

Cont.



INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

MASTERS+

Nurse Practitioner

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

OTHER REQUIREMENTS: Graduate from an accredited school of nursing program; licensed as a registered nurse, certified as a Nurse Practitioner by being a nursing graduate from an accredited Nurse Practitioner program with a Master's Degree of Science in Nursing.

Occupational Therapist

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

OTHER REQUIREMENTS: Licensure in accordance with state law.

Speech/Language Pathologist

DUTIES: Organizes and conducts speech/language programs to facilitate rehabilitation.

OTHER REQUIREMENTS: Licensure in accordance with state law; eligible for a certificate of clinical competency from the American Speech/Language/Hearing Association or eligible to participate as a clinical fellow.

HS/GED+

**Certified Nursing Assistant/
Geriatric Nursing Assistant
(state-specific)**

DUTIES: Performs various resident care activities and related nonprofessional services essential to caring for personal needs and comfort of patients and residents.

OTHER REQUIREMENTS: Successful completion of state-approved certified nursing assistant program and a minimum of 12 hours continuing education programs provided by the center to maintain certification; licensure/certification as required by state law.

Unit Assistant

DUTIES: Performs various nonprofessional services related to caring for the needs and comfort of patients and residents.

Recreation Assistant

DUTIES: Assists in planning, organizing and directing activity programs for patients and residents.

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

AA

AA+

Registered Nurse

DUTIES: Uses a general understanding of the principles of nursing and basic physical assessment skills in the development of 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.

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.

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.

Respiratory Therapist

DUTIES: Assesses patient's and resident's condition, administers prescribed therapy and aerosolized medications, observes and records patient's and resident's progress and response to therapy modalities including adverse reactions to drugs and therapies.

OTHER REQUIREMENTS: Basic cardiac life support certification; licensure/certification as required by state law.

INCREASING LEVELS OF SKILL AND/OR EXPERIENCE



NONCLINICAL POSITIONS



INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

8th GRADE	HS/GED	HS/GED+	AA	BS+
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.	Admissions Coordinator/Assistant Admissions Director DUTIES: Works with director of admissions to maximize center or cluster census, implement an effective, streamlined around-the-clock admissions process and ensure a high level of customer satisfaction. Medical Supply Coordinator DUTIES: Manages the medical and nursing supplies inventory by organizing and distributing supplies within central supply, unit-based storage and other designated areas; develops and places weekly orders; monitors and reports supply utilization to nursing and administration. OTHER REQUIREMENTS: Familiarity with nursing and medical supplies used in long-term care or healthcare. Cook DUTIES: Prepares and cooks a wide variety of food for patients and residents, employees and visitors; performs related cleaning and other duties; directs other dietary employees in absence of supervisors. Receptionist DUTIES: Operates switchboard and paging systems, greets visitors; supports clerical activities.	Business Office Manager DUTIES: Manages all business office functions and ensures policies and procedures compliance in all related areas. OTHER REQUIREMENTS: Five years of experience in long-term care billing. Maintenance Director DUTIES: Maintains the center, including performing repairs maintenance on equipment, ordering supplies and supervising maintenance staff. OTHER REQUIREMENTS: Basic training in electrical, plumbing, heating and HVAC systems; supervisory experience. 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: Experience with coding and abstracting. Bookkeeper DUTIES: Executes responsibilities related to accounts payable, imprest accounts and payroll. OTHER REQUIREMENTS: Two years of experience in accounts payable. Maintenance Helper 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: Manages customer flow, admissions process and marketing program for the center. OTHER REQUIREMENTS: Three years of experience in a healthcare setting. Director of Dining Services DUTIES: Supervises activities of department and provides technical guidance and administrative direction for food planning, menu formulation and preparation, and serving of regular and therapeutic diets. OTHER REQUIREMENTS: AA degree from a culinary school; military certification or certification from the Dietary Managers Association (Cert. Dietary Manager accepted in place of degree), certification/licensure in accordance with state law. Administrative Manager DUTIES: Performs supervisory and professional administrative work in directing and coordinating all unit activity in conjunction with unit nurses. OTHER REQUIREMENTS: Business school course work; four years of supervisory experience. Executive Chef DUTIES: Assists the Director of Dining Services in the supervision of the Dining Services Department. Organizes, implements and supervises all aspects of food preparation and service to ensure quality food service. Provides technical guidance in food preparation and service techniques. OTHER REQUIREMENTS: Associate's or bachelor's degree in food service management, culinary arts, hospitality or nutrition preferred. Demonstrated experience as a chef with supervisory/management experience. Serve Safe and other certifications in accordance with regulatory agencies governing the Center.	Guest Service Director DUTIES: Ensures personal life, recreation, and programs to encourage and stimulate patients and residents to enjoy full and rich lives. Supports patients and residents in maintaining their typical/preferred routines during their stay while being the focal point for customer service at the Center. OTHER REQUIREMENTS: Bachelor's degree or higher preferred. Two years full-time experience in customer service/hospitality preferred. Center Executive Director DUTIES: Administers, directs, and coordinates all activities of the center to assure that the highest quality of care is consistently provided to patients and residents. OTHER REQUIREMENTS: Licensure in accordance with state law and continuing education. Assistant Administrator DUTIES: Assists Center Executive Director with the administrative functions in the operation of the center. OTHER REQUIREMENTS: Licensure in accordance with state law and continuing education. Scheduling Manager DUTIES: Manages, maintains and evaluates the center labor management process according to the Genesis labor management policy, center pay practices and any collective bargaining agreements to optimize clinical, financial, and human resources operating results. OTHER REQUIREMENTS: Five years of experience in similar position; scheduling or payroll may be substituted for degree requirement.



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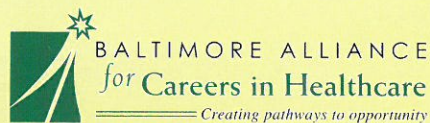
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The Baltimore Alliance for Careers in Healthcare is a nonprofit corporation formed in 2005 to address unemployment, underemployment and healthcare workforce shortage issues in Baltimore City by identifying healthcare career pathways leading to economic independence and training city residents to enter into and advance in them. As a workforce intermediary, Baltimore Alliance for Careers in Healthcare seeks to broker the collective capacities of the healthcare, nonprofit, philanthropic, governmental and educational organizations in Baltimore to address the city's significant healthcare workforce challenges.

For more information

www.baltimorealliance.org



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