

## **“Defining Staff Roles in Long Term Care”**

Adapted from Illinois Long Term Care Ombudsman Program  
Statewide Training Conference 2006

### **Administrator:**

Directs the day-to-day functions in the facility in accordance with current federal, state, county, and local standards, guidelines and regulations that regulate long term care facilities and ensures the highest degree of quality is provided to residents at all times.

Requirements: Licensed Nursing Home Administrator State of Illinois

Licensed by: Illinois Department of Public Health (IDPH)

see: <http://lmi.ides.state.il.us/licensure/n/239.htm>

### **Medical Director (MD):**

Responsible for advising the administrator on the overall medical management of the residents and the staff in the facility.

Required: Medical license

Licensed by: Illinois Department of Financial and Professional Regulation (IDFPR)

### **Director of Nursing (DON):**

Plans, organizes, develops, and directs the overall operation of the nursing department in accordance with current rules and regulations, and ensures that the highest quality of care is maintained at all times.

Required: Licensed Registered Nurse, State of Illinois

Preferred: Management Experience

Licensed by: Illinois Department of Financial and Professional Regulation (IDFPR)

### **Assistant Director of Nursing (ADON):**

Assists the Director of Nursing to plan, organize, develop, and direct the overall operation of the nursing department in accordance with current rules and regulations, and to ensure that the highest quality of care is maintained at all times. Required in skilled nursing facilities with more than 100 beds.

Required: Licensed Registered Nurse, State of Illinois

Preferred: Management Experience

Licensed By: Illinois Department of Financial and Professional Regulation (IDFPR)

### **MDS/Care Plan Coordinator:**

Coordinates and participates in the completion of the Minimum Data Set (MDS) and care planning mandated by the Omnibus Budget Reconciliation Act (OBRA), and assures compliance with all guidelines as well as Illinois Department of Public Health (IDPH) and Medicare rules and regulations.

Required: Licensed Registered Nurse State of Illinois

Licensed By: Illinois Department of Financial and Professional Regulation (IDFPR)

### **Director of Social Services:**

Plans, implements, and organizes the social service department in order to meet the needs of the residents. Serves as a liaison between the resident and families as needed, and establishes policies in order to meet the resident's needs.

Required: 4-year college degree in Social Work

Preferred: Licensed Social Worker State of Illinois, experience

Licensed By: Illinois Department of Financial and Professional Regulation (IDFPR)

### **Activity Director:**

Responsible for the planning, organizing, and development of the activity program in accordance with federal, state, and local standards, guidelines and regulations as well as facility policies and procedures. Can also be responsible for volunteer program.

Required: 36 hour activity directors course with consultation

Preferred: 4-year degree (BS) in Certified Therapeutic Recreation Specialist (CTRS)

Licensing: none

Credentiaing Agency: National Council for Therapeutic Recreation Certification

**Dietary Manager:**

Plans, develops, and directs the overall operation of the dietary department in accordance with current standards and regulations to assure that quality nutritional services are provided on a daily basis.

Required: Certified Dietary manager, Illinois Food Service Sanitation Certificate

Licensing: none

Credentiaing Agency: Dietary Managers Association

**Certified Nurse Assistant (CNA):** various

Provides residents with daily care, which includes physical and emotional needs.

Requirements: Certified Nurse Assistant State of Illinois

Licensing: none

Certifying Agency: Illinois Department of Public Health (IDPH)

*Other positions (not required, but are found in many nursing homes):*

**Admissions Director:**

Assumes the responsibility for coordinating the inquiry, admission, readmission, and room change process and conduct tours. Prepares admission paperwork and assists resident and family with completion and understanding of pre-admission documents.

Preferred but not required: Licensed Professional Nurse or Social Worker

Licensing: none

**Assistant Administrator:**

The primary purpose of the position is to assist the administrator in the day to day functions in the facility in accordance with current federal, state, county, and local standards, guidelines and regulations that regulate long term care facilities and to ensure the highest degree of quality is provided to residents at all times.

Preferred but not required: Licensed Nursing Home Administrator State of Illinois

Licensed By: Illinois Department of Public Health (IDPH)

**Charge Nurse (RN, LPN):** various

A registered professional nurse or a licensed practical nurse in charge of the nursing activities for a specific unit or floor during a tour of duty.

Licensed by: Illinois Department of Financial and Professional Regulation (IDFPR)

**Finance Director:**

Maintains financial records, completes payroll, acts as a liaison with residents and Illinois Department of Human services to secure PA payment, maintains accurate records for residents' trust fund accounts, bills Medicare, and works with vendors to maintain accurate financial records.

Preferred: Nursing home experience

Licensing: none

**Housekeeping/Laundry Director:**

Plans, organizes, develops, and directs the overall operations of the housekeeping/laundry departments in accordance with current standards and regulations to assure that the facility is maintained in a clean, safe, and comfortable manner.

Required: OSHA Training

Preferred: Nursing home experience

Licensing: none

**Owner:**

The individual, partnership, corporation, association or other person who owns a facility.

**Rehab Director:**

Responsible for overseeing the rehab/therapy program development, implementation, and resident progress.  
Works with rehab company to deliver needed therapies.

Required: Licensed Registered Nurse state of Illinois

Licensed By: Illinois Department of Financial and Professional Regulation (IDFPR)

Note: All are required to have background checks, per the Health Care Worker Background Check Act. Exceptions are positions regulated by IDFPR, as background checks are part of their licensure, although criminal convictions do not automatically prohibit persons licensed by the Illinois Department of Financial and Professional Regulation from working in a nursing home or caring for nursing home residents.