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 subacute 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 secure, 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 230 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 our highly 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.

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**A Bright Future**

**Clinical Positions**

**Increasing Levels of Skill and Training Experience**

**MAP KEY**

- **8th Grade**
- **HS/GED**
- **AA**
- **BS/BA**
- **Masters**

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**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 move 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.

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**SCS 2056**

- **Nursing Director**
  - College degree and minimum 2 years experience as a registered nurse or related field.
  - Minimum of 1 year experience in a Director of Nursing position.

- **Assistant Nursing Director**
  - College degree and minimum 2 years experience as a registered nurse or related field.
  - Minimum of 1 year experience in a Nursing Director position.

- **Licensed Practical Nurse**
  - College degree and minimum 1 year experience as a Licensed Practical Nurse.

- **Geriatric Nursing Assistant Specialist**
  - College degree and minimum 2 years experience as a Geriatric Nursing Assistant Specialist.

- **Certified Medial Assistant**
  - College degree and minimum 2 years experience as a Certified Medical Assistant.

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**SCS 2057**

- **Occupational Therapy Assistant**
  - College degree and minimum 2 years experience as an Occupational Therapy Assistant.

- **Physical Therapy Assistant**
  - College degree and minimum 2 years experience as a Physical Therapy Assistant.

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**SCS 2058**

- **Occupational Therapy**
  - College degree and minimum 2 years experience as an Occupational Therapist.

- **Physical Therapy**
  - College degree and minimum 2 years experience as a Physical Therapist.

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**SCS 2059**

- **Occupational Therapy**
  - College degree and minimum 2 years experience as a Occupational Therapist.

- **Physical Therapy**
  - College degree and minimum 2 years experience as a Physical Therapist.

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**SCS 2060**

- **Occupational Therapy**
  - College degree and minimum 2 years experience as an Occupational Therapist.

- **Physical Therapy**
  - College degree and minimum 2 years experience as a Physical Therapist.
NONCLINICAL POSITIONS

INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

<table>
<thead>
<tr>
<th>8th GRADE</th>
<th>HS/GED</th>
<th>HS/GED+</th>
<th>AA</th>
<th>BS</th>
</tr>
</thead>
</table>

Admissions Director/Assistant
- Duties: Performs a variety of administrative duties such as maintaining files, preparing reports, coordinating activities, providing assistance, coordinating scheduling, and conducting meetings.

Office Manager
- Duties: Manages all business-office functions and provides support to the administration. Requires written and verbal communication skills.

Mental Health Coordinator
- Duties: Manages the mental health service, including conducting assessments, maintaining patient records, providing counseling, and coordinating referrals.

Legal Assistant
- Duties: Supports legal professionals by managing case files, conducting research, and preparing documents.

Health Information Management Coordinator
- Duties: Manages the health information management department, ensuring accurate and timely documentation.

Program Coordinator
- Duties: Coordinates program activities, ensuring compliance with policies and procedures, and managing resources.

Administrative Assistant
- Duties: Performs administrative tasks such as scheduling appointments, sorting mail, and preparing documents.

Office Manager
- Duties: Manages all business-office functions and provides support to the administration. Requires written and verbal communication skills.

Medical Records
- Duties: Maintains patient medical records, ensuring compliance with legal and regulatory requirements.

Receptionist
- Duties: Greet visitors, answer phones, and direct calls.

Custodian
- Duties: Cleans and maintains the physical environment, including rooms, hallways, and common areas.

Housekeeper
- Duties: Maintains a clean and orderly environment, ensuring compliance with health and safety standards.

The Baltimore Alliance for Careers in Healthcare is a nonprofit corporation formed in 2005 to address workforce shortages in Baltimore City. By identifying healthcare career pathways leading to economic independence and training/career transition for teens and adults, the Alliance addresses critical workforce challenges.

For more information, visit www.baltimorealliance.org.