

Senior Living & Post-Acute Job Description Templates

Recruit smarter, hire faster, and retain top talent with symlr Hiring



Stand Out in a Competitive Hiring Market

The ongoing labor shortage in post-acute and senior care settings continues to strain providers. To attract qualified candidates and reduce time-to-fill, your job descriptions must be more than just functional, they need to be compelling. This guide includes job description templates tailored for senior living and post-acute care facilities to help you elevate your hiring strategy and improve retention from day one.

How to Use This Guide:

These templates are designed to help you:

- Improve job seeker engagement with clearer, skimmable descriptions
- Promote your unique workplace culture and employee benefits
- Stay competitive in today's fast-moving hiring environment
- Templates included; Caregiver, Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), Registered Nurse (RN), Director of Nursing Services, Resident Care Coordinator, Executive Director, Dietary Aide, Activities Director, Social Worker, Office Manager

Caregiver

JOB SUMMARY:

Caregivers provide essential daily support to residents, assisting with personal care, mobility, meals, and hygiene. This hands-on role is critical to maintaining comfort, dignity, and quality of life in a senior living environment.

ABOUT US:

[Facility Name] is proud to foster a compassionate and resident-focused culture where staff are supported, celebrated, and empowered to make a difference. Join our team where your work is truly valued.

COMPENSATION & BENEFITS:

- Competitive Pay
- Flexible Scheduling Options
- Medical, Dental, and Vision Insurance
- PTO and Sick Leave
- 401(K) Retirement Plan

RESPONSIBILITIES:

- Assist residents with bathing, dressing, eating, and mobility
- Provide companionship and emotional support
- Help with light housekeeping and laundry
- Monitor and report any changes in resident behavior or health
- Support residents during appointments and outings

REQUIREMENTS:

- High school diploma or equivalent
- CPR certification preferred
- Prior experience in caregiving a plus
- Compassionate nature and patience
- Ability to work evenings and weekends as needed

EEO STATEMENT:

[Facility Name] is an equal opportunity employer committed to a diverse and inclusive workplace.

Certified Nursing Assistant (CNA)

JOB SUMMARY:

CNAs support nursing staff by delivering hands-on care and assisting residents with daily living activities in our senior care facility.

ABOUT US:

At [Facility Name], our mission is to provide exceptional care with compassion. We offer a collaborative team environment where every CNA plays a vital role in delivering quality care.

COMPENSATION & BENEFITS:

- Competitive hourly pay
- Paid training and certification support
- Shift differentials for nights/weekends
- Health insurance and 401(K)

RESPONSIBILITIES:

- Provide direct resident care including hygiene and feeding support
- Record vital signs and report any health concerns
- Assist with mobility and transfers
- Maintain a clean and safe environment
- Collaborate with nurses and interdisciplinary teams

REQUIREMENTS:

- CNA certification in [state name]
- CPR certification from the American Heart Association
- Strong communication skills
- Physical ability to perform duties

EEO STATEMENT:

[Facility Name] is an equal opportunity employer and values diversity at all levels.

Licensed Practical Nurse (LPN)

JOB SUMMARY:

The LPN is responsible for monitoring resident health, administering medications, and supporting the clinical care team within a senior care environment.

ABOUT US:

We are a mission-driven community focused on person-centered care. [Facility Name] offers excellent training, advancement opportunities, and a supportive work culture.

COMPENSATION & BENEFITS:

- Competitive pay with sign-on bonus
- Health, dental, and vision insurance
- Paid holidays and time off
- Tuition reimbursement
- 401(K) with employer match

RESPONSIBILITIES:

- Administer medications and treatments
- Monitor and document resident conditions
- Coordinate care with RNs, CNAs, and other staff
- Respond to emergencies quickly and effectively
- Support family communications

REQUIREMENTS:

- Active LPN license in [state]
- At least 1 year of long-term care or related nursing experience preferred
- Current CPR certification
- Strong interpersonal and organizational skills

EEO STATEMENT:

[Facility Name] is an equal opportunity employer dedicated to creating an inclusive workplace.

Registered Nurse (RN)

JOB SUMMARY:

RNs provide clinical oversight, administer advanced care, and lead interdisciplinary teams in our senior living community.

ABOUT US:

[Facility Name] is built on trust, compassion, and clinical excellence. We believe in empowering RNs to lead care improvements and mentor clinical teams.

COMPENSATION & BENEFITS:

- Competitive salary and shift premiums
- Full health coverage
- Continuing education reimbursement
- Leadership development pathways
- 401(K) and wellness incentives

RESPONSIBILITIES:

- Conduct resident assessments and develop care plans
- Supervise LPNs and CNAs
- Administer treatments and medications
- Act as liaison between providers, families, and residents
- Ensure regulatory compliance

REQUIREMENTS:

- RN license in [state]
- 2+ years of nursing experience in long-term care preferred
- Strong clinical assessment skills
- BLS and CPR certifications

EEO STATEMENT:

[Facility Name] is an equal opportunity employer and prohibits discrimination in any form.

Director of Nursing Services

JOB SUMMARY:

The Director of Nursing Services leads the nursing department, ensuring excellent clinical care, staff development, and compliance with regulatory standards.

ABOUT US:

At [Facility Name], leadership means service. We empower our nursing leaders to shape clinical excellence and build resilient teams that prioritize resident care.

COMPENSATION & BENEFITS:

- Executive compensation package
- Medical, Dental, Vision, and Life Insurance
- PTO and paid holidays
- 401(K) with match
- Leadership coaching and CEU support

RESPONSIBILITIES:

- Develop, implement, and evaluate clinical policies
- Lead hiring, training, and mentoring of nursing staff
- Monitor clinical outcomes and adjust strategies
- Ensure compliance with federal, state, and organizational policies

REQUIREMENTS:

- RN license in [state]
- 3+ years of nursing leadership experience
- Strong understanding of post-acute regulations
- Excellent communication and leadership skills

EEO STATEMENT:

[Facility Name] is committed to equal employment opportunity in all aspects.

Resident Care Coordinator

JOB SUMMARY:

The Resident Care Coordinator ensures personalized care plans are developed and followed, bridging communication among residents, families, and clinical teams.

ABOUT US:

At [Facility Name], every resident is treated like family. Our care coordinators are key to helping residents live their best lives through individualized support and advocacy.

COMPENSATION & BENEFITS:

- Competitive salary
- Health benefits
- Flexible schedules
- Career growth opportunities

RESPONSIBILITIES:

- Coordinate and update resident care plans
- Facilitate communication between families and staff
- Ensure services are delivered per plan of care
- Conduct routine wellness checks

REQUIREMENTS:

- Clinical background preferred
- Experience in case management or senior living
- Strong organizational and communication skills
- Knowledge of state care regulations

EEO STATEMENT:

We value diversity and strive to create an inclusive environment for all employees.

Executive Director

JOB SUMMARY:

The Executive Director leads overall operations, ensuring financial performance, regulatory compliance, and high standards of care in the senior living community.

ABOUT US:

[Facility Name] fosters an environment of respect, accountability, and excellence. Our Executive Directors are visionary leaders committed to resident-centered operations.

COMPENSATION & BENEFITS:

- Competitive base salary with bonus potential
- Full benefits package
- Leadership training programs
- Retirement plan options

RESPONSIBILITIES:

- Lead strategic planning and day-to-day operations
- Build and lead cross-functional teams
- Manage budgets and financial targets
- Serve as community liaison and ambassador

REQUIREMENTS:

- Bachelor's in healthcare or business administration (Master's preferred)
- 5+ years in long-term care leadership
- Licensure per state requirements
- Proven results in census growth and team development

EEO STATEMENT:

We are proud to be an equal opportunity employer and welcome diverse backgrounds.

Dietary Aide

JOB SUMMARY:

Dietary Aides support the nutritional needs of residents by preparing and serving meals in accordance with dietary guidelines and resident preferences.

ABOUT US:

[Facility Name] understands the role food plays in comfort and healing. Our dietary team plays a vital role in enhancing quality of life for every resident.

COMPENSATION & BENEFITS:

- Competitive hourly wage
- Shift flexibility
- Meal discounts
- Health and wellness benefits

RESPONSIBILITIES:

- Assist with meal prep and plating
- Follow dietary guidelines and restrictions for each resident
- Ensure cleanliness and safety in the kitchen and dining areas
- Support residents during mealtimes with kindness and patience

REQUIREMENTS:

- High school diploma or GED preferred
- Prior food service or healthcare experience a plus
- Ability to follow instructions and work as part of a team
- Understanding of dietary restrictions and food safety

EEO STATEMENT:

We are proud to be an inclusive and equitable employer.

Activities Director

JOB SUMMARY:

The Activities Director designs and leads engaging programs that enrich the lives of residents and promote social, physical, and cognitive wellness.

ABOUT US:

At [Facility Name], we create meaningful moments every day. Our life enrichment team is essential in helping residents stay connected, joyful, and active.

COMPENSATION & BENEFITS:

- Competitive pay
- Flexible scheduling
- Health insurance
- Paid time off

RESPONSIBILITIES:

- Plan and lead group and one-on-one activities
- Coordinate volunteers and community partnerships
- Manage activity calendars and event materials
- Engage residents across all mobility and cognitive levels

REQUIREMENTS:

- Experience in recreation or geriatric programming
- Excellent creativity and communication skills
- Ability to lead both small and large groups
- Compassionate approach to memory care

EEO STATEMENT:

We are an equal opportunity employer and welcome all backgrounds.

Social Worker

JOB SUMMARY:

Social Workers provide support services to residents and families, offering counseling, care coordination, and advocacy to improve overall well-being.

ABOUT US:

[Facility Name] believes emotional and psychosocial wellness are critical to holistic care. Our social work team is here to empower, listen, and guide.

COMPENSATION & BENEFITS:

- Competitive salary
- Continuing education support
- Full health benefits
- Retirement savings options

RESPONSIBILITIES:

- Conduct psychosocial assessments and develop care plans
- Assist with transition planning and family support
- Collaborate with interdisciplinary teams
- Advocate for residents' rights and dignity

REQUIREMENTS:

- Bachelor's degree in social work or related field (Master's preferred)
- Licensure per state requirements
- Experience in long-term care or healthcare setting preferred

EEO STATEMENT:

We are committed to fostering an inclusive workplace.

Office Manager

JOB SUMMARY:

The Office Manager keeps the facility running smoothly by managing administrative operations, front desk coordination, and resident records.

ABOUT US:

At [Facility Name], our administrative professionals are the backbone of our care delivery, supporting staff and residents with efficiency and heart.

COMPENSATION & BENEFITS:

- Competitive pay
- Paid holidays and PTO
- Health insurance options
- Career advancement potential

RESPONSIBILITIES:

- Manage schedules, billing, and administrative processes
- Maintain resident files and compliance documentation
- Greet visitors and support front desk operations
- Assist with HR and onboarding support

REQUIREMENTS:

- Previous office or healthcare admin experience
- Proficiency in Microsoft Office and scheduling tools
- Detail-oriented and highly organized
- Strong customer service skills

EEO STATEMENT:

We welcome and celebrate diversity across all levels of our team.

BUILD A BETTER HIRING EXPERIENCE WITH SYMPLR HIRING

The job descriptions in this guide are more than just templates, they're tools to help you attract, engage, and retain the right talent for your senior living or post-acute care facility. When paired with a best-in-class hiring platform, they become even more powerful.

symplr Hiring is purpose-built for healthcare, helping you:

- Streamline job postings across top boards
- Automate interview scheduling and reference checks
- Improve compliance and reduce time-to-fill
- Gain visibility into key hiring metrics

Ready to elevate your hiring strategy?

Learn more about [symplr Hiring](#) or contact us today at sales@symplr.com to see how symplr Hiring can help you build a more efficient, effective, and compassionate workforce.