

2011 ASSISTED LIVING STAFF VACANCY, RETENTION AND TURNOVER SURVEY ©

The National Center for Assisted Living is conducting this survey to better describe the vacancy, retention and turnover of assisted living staff. Results of this survey will be reported in aggregate form only. Data will be kept confidential. Your community will not be identified in any way.

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Community Name:

Address:

City:

State:

ZIP Code:

Optional

Contact:

Phone:

.....

Please mail or fax your completed survey to:

2011 Assisted Living Staff Survey
 National Center for Assisted Living,
 1201 L Street, N.W., Washington, DC 20005
 Main Fax: 202-842-3860

For general questions, please call Shelley Sabo at (202) 898-2848; For technical questions, send an email to research@ahca.org

THANK YOU!

Please see reverse side for detailed instructions

Assisted Living Job Category	Assisted Living Job Position	A	B	C	D
		Total number of CURRENT employees	Total number of VACANT positions	Total number of employees who had worked in the community for 12 months or longer	Total number of employees during year 2011
		Please insert data as of December 31, 2011			2011
Administrative & management	1 Administrator/Executive Director				
	2 Director of Marketing				
	3 Other Office Staff				
Nursing	4 Director of Nursing (DON)/Wellness & Director of Resident Services				
	5 Staff Registered Nurse (RN)				
	6 Licensed Practical Nurse (LPN)				
	7 Certified Nurse Assistant (CNA)				
	8 Resident Caregiver (non-certified)				
	9 Medication Aide				
	10 Other Nursing Staff				
Food services	11 Dietician Director/Head Chef				
	12 Dietician Aide/Dining Staff				
Housekeeping & maintenance	13 Housekeeper				
	14 Maintenance Worker				
Social activities	15 Director of Activities				
	16 Activity Staff				
Other	17				



Supported by



INSTRUCTIONS

- **If your assisted living community is part of a larger campus, please report data for your assisted living staff only.**
- **Write zero (0) where appropriate.**
- **Column A - Total Employees - The total number of persons on the payroll who worked or received pay as of December 31, 2011. All full-time, part-time, permanent, short-term, seasonal, salaried, and hourly employees should be included. Employees of temporary help agencies and outside contractors should be excluded because they are counted by their employer of record, not by your assisted living community where they are working.**
- **Column B - A vacant position means that: 1) a specific full-time or part-time position exists and there is work available for that position, 2) work could start within 30 days regardless of whether a suitable candidate is found, and 3) the employer is actively recruiting from outside the establishment to fill the position. Jobs to be filled only by internal transfers, promotions, demotions, or recall from layoffs are excluded.**
- **Column C - Total number of employees who had worked in your community for 12 months or longer - should not include employee(s) who had changed her/his job position within the same community in the 12 months. For example, if the administrator left during 2011 and was replaced by the individual in the director of marketing position, the number of employees in this column could be reported as 0 for both the administrator and director of marketing positions.**
- **Column D - Total number of employees who had worked in your community during calendar year 2011.**