



### Senior Living Job Titles & Military Occupational Specialty Code Equivalent Chart

For more information regarding military job descriptions:

[Army](#); [Navy](#); [Air Force](#); [Marine Corps](#); [Coast Guard](#)

Job Title/Description	Army	Navy	Air Force	Marine Corps	Coast Guard
<b>Regional Director of Operations:</b> Oversees all aspects of operations at multiple communities within a region. Responsible for resident care, marketing efforts, occupancy, revenue generation and expense control.	92 – Quartermaster	2615 – Administrative Officer	3F5X1 – Administration	0111 – Administrative Specialist	SK – Storekeeper YN – Yeoman
<b>Regional Marketing Director:</b> Responsible for overseeing all aspects of marketing and sales at multiple communities. Provides direct support to the Marketing Managers.	46Q – Public Affairs Specialist	1650 – Public Affairs Officer MC – Mass Communication Specialist	3N/35 – Public Affairs	4302 – Public Affairs 4591 – Communication Strategy & Operations Chief	PA – Public Affairs Specialist
<b>Regional Nurse:</b> Responsible for overseeing resident care in assigned communities to ensure appropriate wellness care and assistance with activities of daily living. Provides information, instruction, and direction to community leadership team.	66 – Nurse Corps Officer	2900 – Nurse Corps Officer	46NX – Clinical Nurse	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician The Coast Guard does not have their own medical corps



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<p><b>Regional Director of Human Resources:</b> Responsible for overseeing employee relations at multiple communities. Provides guidance on or participates in decisions relating to HR planning, employment, benefits and salary administration, training and/or personnel policies and procedures.</p>	<p>42A – Human Resources Specialist 79 – Recruiter</p>	<p>120X – Human Resources Officer; PS – Personnel Specialist</p>	<p>3S0X1 – Personnel Specialist</p>	<p>0170 – Personnel Officer</p>	<p>HR – Human Resources</p>
<p><b>Executive Director of an Assisted Living or Memory Care Community:</b> Also known as Administrator/General Manager. Responsible for the overall management of the community. Coordinates residents’ care, administers program policies/procedures, and manages day-to-day activities such as staffing, budgeting, and marketing. May also include HR responsibilities.</p>	<p>71L – Administrative Specialist</p>	<p>2615 – Administrative Officer YN – Yeoman</p>	<p>3F5X1 – Administration</p>	<p>0111 – Administrative Specialist</p>	<p>SK – Storekeeper YN – Yeoman</p>



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<p><b>Executive Director of a Continuing Care Retirement Community:</b> Responsible for the overall management of the Continuing Care Retirement Community. Coordinates residents' care, administers program policies/procedures, and manages day-to-day activities such as staffing, budgeting, and marketing. May also include HR responsibilities.</p>	<p>71L – Administrative Specialist</p>	<p>2615 – Administrative Officer YN – Yeoman</p>	<p>3F5X1 – Administration</p>	<p>0111 – Administrative Specialist</p>	<p>SK – Storekeeper YN – Yeoman</p>
<p><b>Assistant Executive Director:</b> Assists and reports to community Executive Director in managing operations and maintaining positive staff relationships. Participates with the Executive Director in budget planning and expense control.</p>	<p>71L – Administrative Specialist</p>	<p>2615 – Administrative Officer YN – Yeoman</p>	<p>3F5X1 – Administration</p>	<p>0111 – Administrative Specialist</p>	<p>SK – Storekeeper YN – Yeoman</p>



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<b>Director of Resident Care:</b> Plans, supervises, and coordinates all resident care and health related care. Supervises nursing personnel. Responsible to the Executive Director for ensuring compliance with applicable regulations.	66 – Nurse Corps Officer 68W – Health Care Specialist 68X – Behavioral Health Specialist 68Z – Chief Medical NCO 73A – Social Worker	2900 – Nurse Corps Officer 84XX - HM – Corpsman	46NX – Clinical Nurse 4A0XX – Health Services Management	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician
<b>Director of Resident Care (Dementia Unit):</b> Plans, supervises, and coordinates all resident care and health related care in the dementia unit. Supervises nursing personnel. Responsible to the Executive Director or Director of Resident Care for ensuring compliance with applicable regulations.	66 – Nurse Corps Officer 68X – Behavioral Health Specialist; 73A – Social Worker	2900 – Nurse Corps Officer 84XX - HM – Corpsman	46NX – Clinical Nurse 4A0XX – Health Services Management	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician
<b>Marketing Manager:</b> Plans, schedules and conducts community marketing events. Prepares and places advertising for publications. Reviews resident applications and admits new residents. Works to	46Q – Public Affairs Specialist 46Z – Chief Public Affairs NCO	1650 – Public Affairs Officer MC – Mass Communication Specialist	3N/35 – Public Affairs	4302 – Public Affairs; 4502 – Communication Strategy & Operations Officer	PA – Public Affairs Specialist



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promote the community and obtain new residents.					
<b>Business Office Manager:</b> Completes administrative assignments for community management. Develops and implements procedures. Supervises and trains office clerical employees. Reports to community ED. Position may also include billing and HR responsibilities.	38B – Civil Affairs Specialist 42A – Human Resources Specialist 44 – Finance 42L – Administrative Specialist	2615 – Administrative Officer YN – Yeoman	3F5X1 – Administration 6F - Financial	0111 – Administrative Specialist	SK – Storekeeper YN – Yeoman
<b>Marketing Assistant/Community Relations:</b> Assists with direct sales and marketing activities. May represent the community at outside events. May assist with move-in process for new residents. Reports to Executive Director or Marketing Manager.	46Q – Public Affairs Specialist 46Z – Chief Public Affairs NCO	1650 – Public Affairs Officer MC – Mass Communication Specialist	3N/35 – Public Affairs	4302 – Public Affairs; 4502 – Communication Strategy & Operations Officer	PA – Public Affairs Specialist
<b>Move-In Coordinator:</b> Serves as a liaison for residents and family members new to the community and helps residents	42L – Administrative Specialist	YN – Yeoman RS – Retail Services Specialist	3F1X1 – Services 3F5X1 – Administration	0100 – Basic Personnel & Administration;	YN – Yeoman



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adjust. Prepares and processes paperwork associated with a new resident. May assist the Marketing Manager in handling administrative tasks, giving community tours, and planning marketing events.				0111 – Administrative Specialist	
<b>Administrative Assistant:</b> Assists in the administration of the day-to-day operations of the community. Prepares all reports and correspondence for administration personnel. Maintains and updates computer data files. Performs special assignments as assigned by administration.	42L – Administrative Specialist	2615 – Administrative Officer YN – Yeoman	3F5X1 – Administration	0111 – Administrative Specialist	YN – Yeoman
<b>Receptionist/Concierge:</b> Operates telephone system. Receives visitors. Types letters and correspondence.	92Y – Unit Supply Specialist 42L – Administrative Specialist 46Q – Public Affairs Specialist 68G – Patient Admin. Specialist	PS – Personnel Specialist A11A & A12A & A13A – Public Affairs PAO	2G0X1 – Logistics Plans 3S0XX – Personnel 4A1XX – Medical Material 8A2XX – Enlisted Aide 3F5X1 – Administration	0111 – Administrative Specialist 0151 – Administrative Clerk	PERS – Personnel Administration YN – Yeoman HR – Human Resources



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<b>Director of Activities:</b> Plans, organizes and directs social, educational and recreational programs to meet residents' needs, interests, and abilities. Reports to Executive Director.	68G – Patient Administration Specialist 46z – Chief Public Affairs NCO	HM – Corpsman	4A0XX – Health Services Management	41 – Morale, Welfare and Recreation Specialist	HS – Health Services Technician
<b>Activity Assistant:</b> Reports to Director of Activities and assists in developing and conducting community activities for residents. Coordinates functions such as discussion groups, exercise groups, arts, crafts, movies, and games.	68G – Patient Administration Specialist 46Z – Chief Public Affairs NCO	HM – Corpsman	4A0XX – Health Services Management	41 – Morale, Welfare and Recreation Specialist	HS – Health Services Technician
<b>Memory Care Activity Assistant/Program Specialist:</b> Assists with planning, organizing, scheduling, coordinating, and directing activity programs and events designed for residents with various stages of dementia. Determines what activities residents request to be a part of and motivates residents to participate.	68G – Patient Administration Specialist 46Z – Chief Public Affairs NCO	HM – Corpsman	4A0XX – Health Services Management	41 – Morale, Welfare and Recreation Specialist	HS – Health Services Technician



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<b>Assistant Director of Resident Care:</b> Assists the Director of Resident Care in the organization and management of resident services.	68Z – Chief Medical NCO 68W – Health Care Specialist	84XX - HM – Corpsman	4A0XX – Health Services Management	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician
<b>RN:</b> Supervises caregivers in the provision of supervisory, personal, or directed care services to residents. Reports to Director of Resident Care.	66 – Nurse Corps Officer	2900 – Nurse Corps Officer	46NX – Clinical Nurse	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician
<b>Staffing Coordinator:</b> Responsible for scheduling, supervising, training, and payroll of caregivers. Additional duties may also include maintaining resident records related to care needs, interviewing and hiring caregiving staff, and serving in a caregiver capacity as needed.	42A – Human Resources Specialist	120X – Human Resources Officer	3S0X1 – Personnel Specialist	PS – Personnel Officer	HR – Human Resources
<b>LVN:</b> Supervises caregivers in the provision of supervisory, personal, or directed care services to residents. Reports to Director of Resident Care.	68C – Practical Nursing Specialist; 68G – Patient Administration Specialist	290X – Nurse Corps HM – Hospital Corpsman	4N051 – Medic 46AX – Nurse Administrator	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician





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<b>Certified Nurse Assistant (CNA):</b> Gives personal care and attention to residents under RN or LVN supervision. Carries out fundamental nursing procedures. Maintains current California CNA certification.	68C – Practical Nursing Specialist; 68G – Patient Administration Specialist	290X – Nurse Corps HM – Hospital Corpsman	4N051 – Medic 46AX – Nurse Administrator	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician
<b>Medication Assistant:</b> Delivers medications and reminds residents to take medications. May assist with checking on medication from pharmacy. Reports to Director of Resident Care.	68C – Practical Nursing Specialist; 68G – Patient Administration Specialist 68K – Medical Laboratory Specialist	HM – Hospital Corpsman; HN – Hospitalman 2300 Medical Service Corps	4N051 – Medic 4N0X1 – Aerospace Medical Service Specialist	Marines utilize Navy medical personnel. Marines do not have their own medical group	HS – Health Services Technician
<b>Assisted Living Caregiver:</b> Provides personal care services to residents, including activities of daily living.	68C – Practical Nursing Specialist; 68G – Patient Administration Specialist 73A – Social Worker	2300 – Medical Service Corps 290X – Nurse Corps	4N0X1 – Aerospace Medical Service Specialist	41 – Morale, Welfare and Recreation Specialist	HS – Health Services Technician



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<b>Assisted Living Caregiver (Dementia):</b> Provides personal care services to residents with dementia, including activities of daily living.	68C – Practical Nursing Specialist; 68G – Patient Administration Specialist 73A – Social Worker	2300 – Medical Service Corps 290X – Nurse Corps	4N0X1 – Aerospace Medical Service Specialist	41 – Morale, Welfare and Recreation Specialist	HS – Health Services Technician
<b>Culinary Services Director:</b> Also known as Food & Beverage Manager. Supervises food service personnel. Plans menus and special functions. Purchases food supplies and requisitions equipment. Instructs personnel in food type, quantity, and proper equipment use and care. Prepares work schedules. Reports to community Executive Director.	68M – Nutrition Care Specialist 92G – Food Service Specialist	CS – Culinary Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	CS – Culinary Specialist
<b>Cook:</b> Assists in food preparation and service, usually with specific responsibility for certain foods. Entry level position.	92G – Food Service Specialist	CS – Culinary Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	CS – Culinary Specialist



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<b>Sous Chef:</b> Responsible for food preparation and cooking. Directs and supervises kitchen employees engaged in food preparation. Requisitions daily supplies, takes food inventory, and evaluates work performance of kitchen staff. May act in role of Food Services Supervisor during absences.	92G – Food Service Specialist	CS – Culinary Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	CS – Culinary Specialist
<b>Dining Room Coordinator:</b> Supervises and trains dining room personnel. Keeps accurate records. Evaluates dining room services and employee performance.	92G – Food Service Specialist	CS – Culinary Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	CS – Culinary Specialist
<b>Wait Staff/Utility:</b> Takes food orders. Serves food at tables, clears tables, and may assist dining room staff with food service.	92G – Food Service Specialist	AM-7232 – Structural Repair Technician; CS – Culinary Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	BM – Boatswain’s Mate



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<b>Bistro Attendant:</b> Serves residents in a bistro-style restaurant separate from the main dining room. Responsible for setting and clearing tables, taking food and beverage orders, processing payments, preparing drinks and food, serving residents, and all other aspects of bistro operations.	92G – Food Service Specialist	CS – Culinary Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	BM – Boatswain’s Mate
<b>Dishwasher:</b> Operates commercial dishwasher and cleans all pots, pans and utensils, etc. May be responsible for mopping floors and cleaning other assigned areas of the kitchen and dining room.	92G – Food Service Specialist	AM-7232 – Structural Repair Technician RS – Retail Services Specialist BM – Boatswain’s Mate	3F1X1 – Services; 8A2XX – Enlisted Aide	3381 – Food Service Specialist	BM – Boatswain’s Mate
<b>Director of Environmental Services/Maintenance:</b> Under the general direction of the community Executive Director, oversees all operations in connection with environmental services of the community,	91X – Maintenance Supervisor 12W – Builder	AM-7232 – Structural Repair Technician AZ – Aviation Maintenance Administration	2A3X3 – Tactical Aircraft Maintenance 2R – Maintenance Management	0411 – Maintenance Management Specialist	DC – Damage Controlman BM – Boatswain’s Mate



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including maintenance, housekeeping, and laundry.					
<b>Maintenance Assistant:</b> Performs various assigned unskilled maintenance and repairs under supervision. Duties may include maintaining lawns and landscaping areas, operating and repairing grounds maintenance equipment, painting, cleaning, and other custodial tasks. Instructions are generally detailed.	91X – Maintenance Supervisor 12W – Builder	AM-7232 – Structural Repair Technician AZ – Aviation Maintenance Administration	2R – Maintenance Management	0411 – Maintenance Management Specialist	AMT – Aviation Maintenance Technician DC – Damage Controlman BM – Boatswain’s Mate
<b>Housekeeping Supervisor:</b> Reports to Department Director and supervises housekeeping and laundry personnel and processes. Inspects equipment and requisitions supplies.	92 – Quartermaster	AM-7232 – Structural Repair Technician RS – Retail Services Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	8000 – General Service	BM – Boatswain’s Mate



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<b>Housekeeper/Laundry:</b> Performs daily cleaning tasks in assigned areas. Receives, counts and sorts clothes and linens. Operates washer and dryer.	92 – Quartermaster	AM-7232 – Structural Repair Technician RS – Retail Services Specialist	3F1X1 – Services; 8A2XX – Enlisted Aide	8000 – General Service	BM – Boatswain’s Mate
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<b>Van/Bus Driver:</b> Operates community vehicle. Transports residents and staff.	88 – Transportation	003769 – Transportation Specialist 1272 – Transportation Logistics Officer	2T – Transportation & Vehicle Maintenance	3531 – Motor Vehicle Operator	BM – Boatswain’s Mate

Check out these additional [Tools & Resources for Hiring Military Veterans](#) on CALA’s website.