ACCOUNTS MANAGER
Job Description
(Exempt)

HCN   POSITION DESCRIPTION

Home Care Network, Inc.

Employee: _____ ___ _____   **Department:** __Marketing_____

Date Prepared: _____**09/01/2018**____   **Location:** _____**Desoto**_____ _____

                                                    Approved By: _____

I. SUMMARY

The Accounts Manager works with the CEO and Director of Marketing as they educate the community on the services provided by the agency. The Accounts Manager will help build positive working relationships with physicians, medical social workers, discharge planners, and other health care facilities.

II. EDUCATION AND EXPERIENCE

Education:
Degree from an accredited college/university, preferably in the health care field.

Experience:
Minimum of two (2) years experience in sales and marketing required. Health care field preferred.

III. WORKING CONDITIONS

Environmental/Working Conditions:
- Performs duties in the field environment during normal hours of operation.
- Some after-hours work and travel within the Company's service area may be required.
- Other hours may be scheduled at CEO and Director of Marketing's discretion.

Physical and Mental Effort:
- Prolonged walking required, which may include standing, bending, and lifting.
- Requires ability to work under stressful conditions to meet deadlines and make quick, accurate decisions.
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

Transportation:
Must have reliable transportation; valid driver's license and current auto liability insurance.

IV. QUALIFICATIONS

Knowledge of:
- Client development through Marketing and Client Services Programs.
- Marketing goals.
- Medical Directors expectations.
- Principles and procedures of manual and computerized record keeping.
- Excellent oral and written communication skills.

Ability to:
- Able to establish and maintain effective working relationships with all segments of the staff, the community, the office personnel, and the medical doctors.
- Must possess good organizational and time management skills.
- Be a self-starter.
- Communicate effectively verbally and in writing.
- Deal effectively with stress.
- Be flexible.
- Proof and edit documents.
- Ability to travel.
- Work a flexible schedule.
- Handle stressful situations in a calm and courteous manner at all times.

V. KEY COMPETENCIES:

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Communications Skills (Oral and Written)**
- **Organization, Planning and Control Skills**
- **Time Management**
- **Flexibility/Adaptability**
- **Patient/Client Orientation Skills**
- **Leadership Skills**
- **Teamwork/Interpersonal Skills**

VI. ESSENTIAL FUNCTION STATEMENT
Essential responsibilities and duties may include, but are not limited to the following:

Essential Job Functions:
- Meets Company objectives in relation to marketing strategies
- Meets weekly reports and documents all referrals and admissions
- Visits doctors' offices, hospital social service departments, and assisted living facilities to educate them on the services the Agency provides
- Performs other duties and responsibilities as requested
- Attends mandatory Marketing meetings as scheduled

VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.

_____   _____/_____/_____
Signature: **Date:**

_____
Printed Name:

_____   _____/_____/_____
Company Representative: **Date:**

_____
Printed Name: