Affinity Home Health Care is a well-established fast paced Home Health provider in Webster, Texas seeks a motivated, Home Health Care Community Liaison to assist our Director of Business Development to generate and manage leads from various referral sources for health care for our specific clientele; a creative individual to help develop/maintain business relationships and continue to grow our high-quality medical programs while being a liaison between Agency and the community.

***We are an Equal opportunity employer:*** *We can offer you a competitive salary based on experience, benefits, and opportunities to earn monthly bonuses.* *Benefits include generous paid time off and 401k, HSA, Health, Dental & Vision*

**In this role you will:**

* Utilize all available resources to reach out to prospects and attempt to turn those prospects into customers
* You will be selling to Case Managers, Doctors, Office Managers, Discharge planners, Social Workers, Physical Therapists, Wellness Directors, Personal Care Home owners
* Collaborate with the management team to improve marketing materials and expand the company’s marketing presence in designated territories
* Update client information in the company contact database
* Prospect to accumulate new leads and make productive contact with existing clients
* Stay on top of industry trends to identify potential opportunities for company growth
* Meet or exceed referral to admission goals
* Schedule and execute the required sales calls per week with new referral sources
* Conduct daily rounds in assigned markets to identify new patients in need of Home Health services
* Evaluate potential clients in facilities for appropriateness for Home Health Services
* Communicate all necessary information to the Agency In-take coordinator to ensure a smooth admission and transition to service
* Collaboratively develop and maintain protocols specific to new programs
* Demonstrate as in-depth knowledge of, and ensure compliance with, all local, state and federal laws relating to marketing of the agency
* Assist in direction of programs through collaboration with and delegation of responsibility to administrative and supervisory personnel
* Establish a public relations program for interpretation of the agency’s services and to foster good working relations with physicians and community agencies
* Carries out other duties as necessary

**Qualifications & skills:**

* High school diploma
* Minimum of two years sales and marketing experience in healthcare
* 1+ year experience working in Assisted Living, Home Health, hospice facility preferred
* Self-motivated and comfortable working with little to no direction
* Excellent interpersonal communication skills
* Must have reliable transportation
* Strong computer skills
* Graduate of an accredited college/university or equivalent experience
* Proven history of achieving or exceeding established census goals; able to meet monthly quota
* Excellent communication and organization skills
* Working knowledge of Microsoft Office Applications
* Ability to travel
* Ability to read, write, and speak the English Language
* Ability to establish and maintain effective working relationships at all levels of an organization

Job Type: Full-time

Salary: $40,000.00 to $45,000.00 /year w/ potential for monthly bonus; Must be able to pass drug test and background check.

License:

* Driver's License, Insurance