

POSITION DESCRIPTION



TITLE: Home Modifications Manager

PAY STATUS: Non-Exempt, Salaried

POSITION RELATIONSHIPS: Reports to President
Currently Two direct reports: Construction manager and Project Manager/Assessor

**Interested candidates may apply to office manager at
karen@procare-medical.com**

POSITION SUMMARY:

The Homecare Division Manager is responsible for managing all aspects of that business division within the company structure. This includes sales, installation services, and processes of homecare business units, adhering at all times to company protocols, policies and procedures. The position is responsible for driving new business of home modification type within the geography assigned. The position has full P&L responsibility for business unit, in addition to managing all sales and operational people assigned to the unit.

ESSENTIAL FUNCTIONS:

- Manage / Sell to homecare clients or referrals sources the home modification product and installation offerings.
- Responsible for the financial management of the operation.
- Management of Revenue and Margin Analysis.
- Execution of forecasting and budgeting for the operation.
- Provide in-service and business development to referral sources
- Must have the ability to interact directly with owners, family members, OT/PT, support coordinators.
- Ability to analyze market specific drivers in the geographic area and develop sales initiatives to customer types and driving 20%+ annual organic growth in the Homecare division.
- Additional duties as requested or required.

SUPERVISORY RESPONSIBILITIES WITHIN THE HOMECARE DIVISION:

- Manage and motivate staff (including, hiring, terminations, performance management, etc.).
- Assess staffing needs and perform some recruiting duties.
- Train, direct and appraise staff.
- Plan and organize workload and staff assignments.

- Issue written and oral instructions; assign duties and examine work for exactness, neatness and conformance to policies and procedures.

COMPETENCIES:

- Manages difficult or emotional customer situations
- Responds promptly to customer needs
- Demonstrates group presentation skills with ability to present numerical data effectively
- Builds commitment and overcomes resistance
- Sets expectations and monitors delegated activities
- Inspires & motivates others to perform well and provides recognition for results
- Effectively influences actions and opinions of others
- Provides vision and inspiration to peers and subordinates
- Understands business implications of decisions
- Displays orientation to profitability
- Demonstrates knowledge of market and competition
- Contributes to profits and revenue
- Promotes a harassment-free environment
- Builds a diverse workforce
- Works with integrity and ethics
- Follows policies and procedures
- Develops strategies to achieve organizational goals

QUALIFICATIONS / EXPERIENCE / ABILITY REQUIRED:

- Must have extensive understanding of building construction, and general product and industry knowledge
- Work experience of 3-5 years in management, preferably in healthcare or remodeling industry
- Excellent organization and time management skills
- Effective oral and written communication skills
- Must be able to lift up to 50 pounds
- Must have a verified clear driving record
- Must be computer literate

JOB OFFERING

1. Salary: DOE, commissionable position
2. Vehicle: Mileage allowance, and company vehicle if required for size or function
3. Cell Phone: Monthly Allowance
4. Travel: AAA Membership provided, other approved expenses incurred reimbursed per company policy and handbook.
5. Health Benefits: Company Program, Capital Blue
6. Vacation: 2 weeks, 3 personal days (Vacation days per company handbook)