

Job Description

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TITLE: Branch Manager

REPORTS TO: Owner(s)

SUPERVISES: All branch employees

EXPECTATIONS OF WORK HOURS: Full Time, overtime exempt

DUTIES/RESPONSIBILITIES:

1. Adhere to and implement all of the Company's policies and procedures and compliance with all accreditation standards
2. Take all appropriate actions to ensure branch complies with applicable laws and regulations
3. Meet monthly with owners—report on all successes/failures
4. Meet weekly with department heads-track goals- report successes/failures
5. Develop marketing plan with sales force—track success/failure—revise as needed
6. Develop budget prior to each fiscal year
7. Track actual vs. budget for all income and expenses
8. Supervise A/P and payroll processes
9. Establish and monitor A/R goals with staff—monitor A/R aging
10. Ensure CMN's and other documentation requirements are procured in a timely manner
11. Manage materials procurement and distribution
12. Conduct physical inventory as required—maintain adequate stock without excess
13. Interview and hire staff as needed
14. Coordinate in-service training schedule annually to meet all licensure and accreditation requirements
15. Provide counseling and guidance to staff as needed
16. Supervise all cleaning and repair areas to ensure compliance
17. Perform annual employee evaluations and ensure that department heads are compliant with annual requirements for their staff

- 18. Manage branch expenses
- 19. Maintain and update all manuals as needed
- 20. Monitor branch's quality improvement activities and program

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or equivalent experience in DME or home health industry
- Effective verbal and written communication skills

REQUIRED KNOWLEDGE/EXPERIENCE:

- Three (3) years of supervision of staff
- Three (3) year of experience in medical equipment

REQUIRED LICENSE/CERTIFICATION: None

COMPETENCY REQUIREMENTS: Manager Competency

PHYSICAL DEMANDS:

- 1. Sitting, standing, walking at desk, in office and throughout facility
- 2. Operation of office machinery and equipment
- 3. Occasionally lift/move items up to 40 pounds
- 4. Visual abilities to include reading, distance vision and peripheral vision

I have received this job description. I believe I am fully capable of performing all items and task listed above and meet all the necessary qualifications.

Signature: _____ **Date:** _____