



Director of Community Relations:

The Director of Community Relations is primarily accountable for increasing the number of leads for new home care services in the Washington area market. To do that, he/she must achieve the following objectives:

- Increase the number of new referral sources
- Increase the number of leads from existing referral sources
- Provide creative and effective strategic and tactical leadership to all those involved in home care lead generation in Bethesda
- Implement and practice a level of customer service that far exceeds the expectations of clients, referral sources, and other professionals in the field

The Director of Community Relations is a leader who exhibits passion, enthusiasm, a firm commitment to working cooperatively with his or her teammates, organization, focus, creativity, a willingness to do whatever it takes to accomplish objectives, perseverance, patience, the ability to work independently, and an unshakable drive for excellence. The Director of Community Relations reports to the Executive Director of Home Care in Bethesda.

Qualifications for the **Director of Community Relations** position:

- At least five years of demonstrable management and/or marketing success in a health care related field
- Excellent interpersonal and written communication skills
- Strong organizational ability
- Ability to remain focused
- Persistence
- Humility
- High energy and a sense of humor
- Resilience
- Creativity
- Master's degree preferred
- Strong computer skills and fluency in Microsoft Office. Familiarity with Outlook and FileMaker a plus

If you are interested, please send a cover letter and resume to Rob Madore, Human Resources Director, at hworkshr@house-works.com. For more information about HouseWorks, visit our website at www.house-works.com. We are an EOE.