VACANCY POSTING

POSITION TITLE: Marketing/Sales Rep  STATUS: Full-Time/Exempt
DEPARTMENT: UMIT Home Healthcare  SALARY: Base + Commission
SUPERVISOR: Home Health Director  POSTING: September 27, 2021
CLOSING: October 11, 2021

POSITION DESCRIPTION

General Summary
UMIT healthcare provides high quality healthcare to our patients, and we are looking for individuals with that same goal in mind. UMIT Healthcare is currently operating a clinic, pharmacy, and lab in King William County and we are looking to expand our healthcare organization into home healthcare.

UMIT Home Healthcare is an exciting new home healthcare company offering home healthcare including skilled and in home aide visits. We will be beginning services in the City of Richmond and several surrounding counties.

Position
The marketing/sales representative is responsible for marketing the Home Health services to potential clients including hospitals, doctor offices, and rehabilitation facilities. The representative will be responsible for developing and maintaining a relationship with the referral source. The position will make suggestions to the home health executive team on ways to improve marketing efforts, provide information on referral sources, and advise on service delivery improvements. UMIT home health is looking for a self-starter and highly motivated individual. Pay will be competitive base salary and an uncapped commission paid monthly.

Primary Duties and Responsibilities:

- Meeting with referral sources and build relationships.
- Achieve sales goal on a monthly basis.
- Obtain patients through referral sources.
- Maintain relationships with referral sources.
- Work with referral sources to get intake information to scheduler.
- Work with scheduler to get needed information from referral source.
• Submit sales reports and plans to director on a quarterly basis.

**Knowledge, Skills and Ability Qualifications:**

• High school diploma or GED Bachelor’s (preferred).
• 3 years working as a sales/marketing rep in healthcare.
• Knowledge of medical terminology (preferred).
• Experience working with EMR (preferred).
• Proficient in Microsoft Office applications (Word, Excel, Outlook).
• Excellent communication and organizational skills.

**Benefits:**

• Health, Dental and Vision
• Paid time off
• Holiday pay
• Life insurance
• Long-term disability insurance
• 401k

**Other Requirements:**

Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**How to Apply:**

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

• **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
  
  **AND**
• **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

Attn: Marketing/Sales Rep Position: careers@umithealth.com

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).