

PANAKEIA JOB DESCRIPTION

TITLE: District Manager
DEPARTMENT: Home Oxygen Services
REPORTS TO: Director of Home Oxygen Services
REVISION DATE: April 20, 2021

POSITION SUMMARY

Responsible for multi-branch supervision of employees to assure all operate according to the company's policies and procedures, techniques, quality, cost reduction, complete and on-time patient delivery, safety, customer satisfaction, employee relations, visual controls, and company performance measures. Position will be accountable for the results of all branches, must be able to work through the teams to motivate, train, delegate and achieve results month over month.

Veterans are encouraged to apply.

Essential Job Functions

- Provides leadership for problem resolution to facilitate improvements and enhance working relationships.
Expectation: Leadership is effective, accurate, and timely.
- Manages material requirements to increase inventory turns and reduce levels on hand and provide complete deliveries to patients.
Expectation: Inventory levels are maintained in an efficient and profitable manner.
- Ensures compliance with company standards for TJC, cost control, waste reduction, quality, safety, and complete and on-time delivery.
Expectation: Compliance is consistent and complete.
- Determines operations headcount needs and ensures compliance with company policies.
Expectation: Staffing needs are attended to in a productive and complete manner.
- Ensures compliance with company needs for capital investments and improvement projects.
Expectation: Investments and projects are profitable and effective.
- Complies with state and federal regulations and manages compliance with state and federal regulations.
Expectation: All regulations are consistently and completely met.
- Directs branch operations through a team.
Expectation: Branch operations are productive and profitable.

PANAKEIA JOB DESCRIPTION

- Manages branch operations to facilitate the use of human and automated resources to achieve maximum productivity and profitability.
Expectation: Operations are efficient, timely, and profitable.
- Maintains contract compliance and good relations with the Veterans Affairs employees.
Expectation: Patient care and operations are carried out in a timely manner according to the contract for the VAMC that is being serviced.
- Reviews ongoing performance results and identifies needs of employees. Implements coaching or mentoring partnerships as appropriate.
Expectation: Departmental performance meets or exceeds company standards.
- Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment in order to facilitate positive employee morale, productivity, and continued improvement.
Expectation: Morale and productivity are high.
- Communicates clearly and directly with employees concerning performance expectations, productivity, and accountability.
Expectation: Communication is ongoing, clear, concise, and complete.
- Responsible for suggesting methods to improve branch operations, processes, efficiency and service to both internal and external customers.
Expectation: Methods and processes are effective and timely.
- Develops employees for future advancement when possible.
Expectation: Employee development is accessible to department employees.
- Participates in Performance Improvement process and adhering to approved methods to improve area operations, processes, efficiency and service to both internal and external customers.
Expectation: Methods and processes are effective and timely.
- Maintains and develops personal competencies, skills and licenses
Expectation: Employee development is an ongoing process.
- Perform other related duties as assigned.

Supervisory Responsibilities

- Manage staff up to 25 employees.
- Is responsible for the overall direction, coordination, and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

PANAKEIA JOB DESCRIPTION

- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

- Regularly lift/carry items weighing up to 30 lbs.
- Occasionally lift and/or move up to 150 lbs.
- Frequent prolonged standing, sitting, and walking.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Competencies (Knowledge, Skills and Abilities)

- Must be proficient at Microsoft Word, Excel, PowerPoint
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and answers to questions from groups of managers, clients, and customers.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; the ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Employment is contingent on:

- Background investigation
- Drug Screen
- Valid Driver's License in state of residence with a clean driving record

Educational and Experience Requirements

- Bachelor's degree (B.A.) from four-year college or university; or four to six years of related experience; or equivalent combination of education and experience.
- Technical skills in materials and inventory management, delivery scheduling, and preventive maintenance.
- Experience in measurement of performance to company goals and standards and establishment of targets for improvements in safety, quality, cost, delivery, and employee relations.

PANAKEIA JOB DESCRIPTION

Benefits

- Medical, Prescription, Dental and Vision plans
- Paid Time Off and Paid Holidays

Work Environment and Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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. No or very limited exposure to physical risk.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

By signing this acknowledgment electronically, I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date