



## **Job Description – Community Liaison**

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### **Job Summary:**

The purpose of this job is to communicate, network, build strong relationships, educate and follow-up with referral sources in the COMPANY'S REGION. This position requires a great deal of time to be spent in the community and hospital environment. The Community Liaison will be responsible for organizing and implementing referral development, marketing and assessment programs to assure awareness and a positive community image. Must be able to work independently, set and track goals and develop an effective community outreach program.

### **Requirements:**

RN, RPN, or Social Work designation with registration in good standing.  
Strong networking, presentation, and follow-up skills.  
Excellent communication & listening skills.  
Self confident, enthusiastic, strong initiative and motivation, and a desire to succeed.  
Ability to work independently, and handle multiple tasks concurrently.  
Ideal candidate to have hospital and/or home care experience.  
Marketing/Sales experience is highly preferred.

### **Responsibilities include:**

- Visit, revisit, inform and educate between 25 and 30 network referral sources on a weekly schedule.
- Conduct a minimum of 2 educational presentations/info sessions to groups each month to raise awareness.
- Assist YOUR COMPANY in developing, managing and maintaining referral relationships.
- Acknowledge all network referral source contacts with appropriate correspondence.
- Continually research and identify sources for client referrals.
- Maintain records & provide the Executive Director with weekly networking activities and progress report.
- Provide advice to management on key developments within the service area.
- Keep up to date on information and issues related to the position, the community, referral networks, and the company.
- Participate in internal and external professional development activities as appropriate.

### **Accountable to:**

**Beck N Call** Care Executive Director.

### **Work Hours:**

The position is flexible and will require the candidate to work independently approximately 16 hours per week.

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Manager or Supervisor's Signature

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Employee's Signature

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Date

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Date