



## Elbowoods Memorial Health Care Centers

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New Town, ND 58763-4400  
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EXEMPT   
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** SHIPPING & RECEIVING CLERK  
**RESPONSIBLE TO:** Procurement Manager  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** The supply technician is to insure technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Also, responsible for the effective distribution of supplies and equipment, inventory and restocking of assigned par level areas. This position will also be responsible for the daily cleaning and decontamination of the department's reusable items.

1. Performs the daily inventory for assigned departments and restocking of supplies throughout the facility.
2. Responsible for maintaining supply areas, par level carts and/or automated dispensing supply systems in a clean and orderly fashion. Supply shelves and bins should be labeled with the appropriate par levels.
3. Responsible for daily monitoring, collection, decontamination, cleaning and charging of all patient reusable equipment. Report any broken or damage equipment to the Procurement Manager, so that the repairs maybe made.
4. Responsible for printing and placement of patient charge labels on all designated patient chargeable items, before leaving warehouse or supply room.
5. Assures all items removed from the Warehouse/Supply area are charged to the correct department.
6. Assist staff members in placing all supplies away in their correct locations, at the Warehouse/Supply area.
7. Responsible for the collection of all patient charge documents from assigned areas.
8. Responsible for the maintenance of the crash carts assigned (with the assistance of the Nursing staff). Items that will expire need to be removed

- before the expiration date. Responsible for checking all items and assuring that the Pharmacy locks the cart.
9. Provides distribution of supplies to departments as needed.
  10. Maintains daily, monthly, and yearly inventory control reports for all supplies and instruments.
  11. Maintains dating system for recall of supplies according to limit of shelf life.
  12. Monitors sterilization, including charting of sterilization reports, and adhering to infection control policies.
  13. Processes supply requests in a prompt, cooperative, and efficient manner.
  14. And other duties as assigned.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

#### **QUALIFICATIONS AND EDUCATION:**

- High School Diploma / GED, **REQUIRED**.
- Minimum of one year's experience with medical supplies, equipment, and procedures **PREFERRED**.
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary, **REQUIRED**.
- Knowledge of medical center's purchasing policies, including knowledge of vendors, instruments and supplies, as well as shipping and receiving procedures.
- Computer skills **REQUIRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must clear Criminal Records Background Check.
- Must pass an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

**WORKING CONDITIONS:**

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Ability to perform normal pushing, lifting and moving of equipment and supplies, up to 50lbs.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

**ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.