 EXEMPT\_\_\_\_

**Elbowoods Memorial Health Center**

**1251 Elbowoods Loop**

**New Town, ND 58763-4400**

**(701) 627-4750**

**Fax: (701) 627-2809**

NON-EXEMPT\_\_x\_\_

**POSITION DESCRIPTION**

**POSITION: Property & Supply Technician**

**REPORTS TO: Procurement Manager**

**DEPARTMENT:** Property & Supply

**SALARY:** $20-$30.00/hour DOE/DOQ

**CLASSIFCATION:**  Non-Management, Regular, Full-time

**TELEWORK ELIGIBLE:** No

**DUTY STATION:** Elbowoods Memorial Health Center

New Town, ND

**POSITION SUMMARY:**

The Property & Supply Technician will report directly to the Procurement Manager with the overall accountability to the EMHC CEO. Will be responsible for the overall coordination of ordering and maintaining the necessary property & supplies for Elbowoods. Will establish the necessary working relationships with vendors to ensure adequate and efficient processes are followed for timely ordering and receipt of goods. Will assist the Inventory Specialist in monitoring and maintaining the current inventory stock to ensure supplies are available to meet the needs of the clinic.

**ESSENTIAL DUTIES:**

* Maintain stock and establishes or adjusts stock level to assure adequate stock of supplies and material are available.
* Review and/or screen documents specifying supplies of materials needed for work operations, and collate and assemble lists of equipment and parts needed.
* Initiate, prepare, edit and process requisitions for stock replenishment.
* Conducts physical supply and equipment inventories and makes adjustment to maintain inventory and stock account records.
* Contacts supply organizations, transportation units, and others to obtain material status information, follow up on urgently required items, and/or expedite delivery of materials/supplies.
* Responsible for receiving, labeling, bar coding/scanning, supply identification/tracking systems, and issuance of medical supplies.
* Receives and verifies shipment of medical supplies.
* Conducts periodic perpetual inventory of medical supplies throughout the patient care storage areas.
* Utilizes material handling equipment to safely deliver supplies to the respective units.
* Assists with product recalls and disposition of obsolete, excess or surplus supplies.
* Coordinates discrepancies for goods received; processes and assures receiving reports in accordance with established procedures.
* Ensures receipt of and processing of receiving reports for services, supplies, materials and equipment for payment and related functions.
* Files packing slips, copies of documents for purchase order files.
* Resolves shipment discrepancies of overages, shortages or damages in shipping.
* Receives, inspects, counts and stores supplies and equipment in designated storeroom areas in the health center.
* Represents EMHC in a highly professional matter;
* Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
* Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
* Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
* Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
* Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
* Attend training as required.

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

**SUPERVISORY REQUIREMENTS:**

* The requirement for managing of others does not exist.

**QUALIFICATIONS, EXPERIENCE, EDUCATION**

* Must have a High School Diploma/GED; REQUIRED
* Must have 2 years of clerical experience either in a purchasing department or a related function, which includes vendor contact, or preparing and processing documents; REQUIRED
* Must have excellent communication skills and attention to detail;
* Cognitive knowledge, skills, abilities as related to the position;
* Computer literate and basic proficiency with Microsoft Office and other database software;
* Knowledge of purchasing, record keeping, and bookkeeping principles and methods and procedures related to such as designated by EMHC procurement office.
* Knowledge of supplies and materials utilized in office, technical, or maintenance operations
* Ability to establish and maintain effective working relationships with EMHC officials and vendors.
* Knowledge of principles and practices of the organization;
* Operate standard office equipment;
* Familiarity with MHA Nation culture, values, and traditions;
* Must be punctual, reliable, dependable, and able to maintain confidentiality;
* Must have a valid driver’s license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
* Must submit to a Criminal Records Background Check;
* Must submit to an Alcohol/Drug Screen and random testing as per policy.

**WORKING CONDITIONS:**

* Work is performed in an office/clinic/outdoor/warehouse environment with varying conditions of noise level, temperature, and illumination.
* 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 in an office/clinic/outdoor/warehouse 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 organizational goals.

**PHYSICAL DEMANDS:**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job:
  + the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
  + The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
  + The employee must regularly lift and/or move up to 50 pounds.
  + Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
  + Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

**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.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

All interested persons must submit the following information:

Job Application (found on MHA Website)

Questionnaire for Designated Child Care Positions (found on MHA Website)

Copies of:

* + - Diplomas/Certificates and Transcripts;
    - 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
    - Indian or Veteran Preference documents (If applicable).

|  |  |
| --- | --- |
| **Submit all necessary information to the following addresses:** | |
| Three Affiliated Tribes/MHA Nation  Human Resource Department  404 Frontage Road  New Town, ND 58763  Ph# 701-627-4781  Fax# 701-627-2960  Email: [recruitment@mhanation.com](mailto:recruitment@mhanation.com) |  |