



Dilkon Medical Center

Job Vacancy Announcement #DDH-22-63

Closing Date: Open until filled

POSITION TITLE: Equipment Specialist
DEPARTMENT: General Services
LOCATION: Dilkon Medical Center

Position Summary:

Under general supervision of the Director of General Services, the Equipment Specialist plans, directs, coordinates, implements, and providing for the proper acquisition, utilization, protection, and disposition of Dilkon Medical Center (DMC)/Winslow Indian Health Care Center (WIHCC) owned equipment. Confirms all legal, professional documents; preparing reports; recording documents; maintaining the maintenance log and filing system; working with department managers to administer property assignment for departments maintenance of units; manages WIHCC's fixed assets by coordination with Finance Department. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Ensures professional interaction with colleagues, other public/private agencies, developers, contractors, and consultants and the general public.
- Coordinates the property management program functions (including all furniture/furnishings, medical equipment, appliances) associated with the planning and processing of all documents pertaining to the acquisition; accountability; maintenance; inventory control; conducts physical inventory and disposition of non-expendable property by participating in meetings with DMC/WIHCC, medical equipment planners and other consultants including the satellite clinics.
- Responsible for establishing and maintaining files and records for personal and real DMC/WIHCC property; purchase orders and receiving reports for medical equipment; government and WIHCC owned-vehicles and real property.
- Oversees property inventory systems include government owned capitalized and non-capitalized such as medical, furniture, appliances, communications and reprographics equipment, computers, biomedical equipment, EVS housekeeping and kitchen/cafeteria equipment, office furniture, operations and maintenance equipment, vehicles, etc., including real estate and buildings.
- Collects and analyzes data metrics and dashboards used to administer policy and recommend accountability improvements.
- Establishes and maintains current computerized listing of all medical equipment, appliances, and furniture/furnishings data, tracking and modification including all warranties, Energy Star, life cycle information and anticipated replacement dates.
- Reviews all DMC/WIHCC requisitions in the ORACLE System for appropriateness and assures that item description of all personal property (capitalized and non-capitalized) for acquisition, repairs or rental of equipment are in accordance with guidelines and enters the required information into ORACLE.
- Ensures compliance with government rules and regulations and files paperwork in support of this compliance.
- Receives and verifies medical equipment, appliances, furniture/furnishing orders against packing slip/purchase orders for DMC/WIHCC; notes shortages, overages, damages or discrepancies.
- Prepares appropriate disposition forms with statements including related documents where practical and ensures the information is adequate to reflect the condition of the property.
- Initiates appropriate documents for removal from record equipment transferred, returned, sold, shortages, or destroyed.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.

- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED and two years of experience in related field required. Bachelor's degree preferred. Experience in conducting research, resolve discrepancies, file maintenance, and preparation of a variety of forms and reports. This experience must have demonstrated knowledge of the maintenance of inventories and cost computations. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of customer service practices and policies.
- Knowledge of general understanding of vehicle components and requirements.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge and understanding of the Property Management, including DMC/WIHCC Operating Procedures and other information pertaining to personal property accountability guidelines to insure property acquisition and to provide guidance to managers/supervisors.
- Knowledge of WIHCC's financial accounting system and support function, i.e., for medical and office furniture acquisition, and special requirements; with in-depth thorough working knowledge of supply transaction codes and coordination of receiving reports; property transaction documents and to specific assignments in order to conduct routine or extensive search for required information and/or to reconstruct records for property transaction.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to adapt to changes in the work environment, manage competing demands, and effectively navigate a fast-paced, ever-changing environment
- Ability to managing a variety of competing tasks and priorities while meeting deadlines.
- Ability to negotiate, as necessary, and process all requests of changes/modifications.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Holidays, Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.