

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-22-16

Closing Date: 02/28/2022

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**POSITION TITLE: Medical Supply Specialist**

**DEPARTMENT: General Services**

### **Position Summary:**

Under general supervision of the Director of General Services, responsible for receiving, recording, processing, storing, maintaining and shipping supplies, materials, equipment and commodities for the WIHCC and Satellite Clinics. 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.
- Orders the correct type of and usage of material need for the clinical areas using practical knowledge of patient disease entities, knowledge and understanding of medical procedures relative to medical equipment and medical materials and supplies.
- Receives, processes, stores and distributes orders of supplies, materials and/or equipment for the support of WIHCC and outlying clinics.
- Maintains inventory management and control of medical supplies for all clinical sites.
- Receives medical supplies and assures shipments are accurate, properly reported and stored in the appropriate storage area assuring appropriate temperature, humidity, and in compliance with LSC standard.
- Performs physical inventories of property purchased by and used in the clinical settings; follows the procedures required to record, reconcile, maintain and update a computerized inventory of this property.
- Performs tasks related to supply room management, including receiving, processing, storage and distribution of orders for the support of the WIHCC and outlying clinics.
- Makes the necessary provisions in maintaining sufficient and appropriate patient care supplies and equipment for the Nursing Department, Medical Staff, General Clinic, Urgent Care Room and the Satellite Clinic.
- Submits and processes Requisitions and Purchase Orders utilizing the Oracle Financial System.
- Organizes and files requisitions, purchase orders and invoices. Checks on back orders with private vendors and Gallup RSSC.
- Assures storage rooms are maintained in an orderly and clean manner.
- Makes unscheduled trips to the Gallup Regional Supply Service Center (GRSSC) to obtain medical supplies as needed.
- 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. Three years clinical and warehouse distribution experience is required, preferably in the field of medical health care. 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 medical terminology.
- Knowledge of warehouse distribution practices.
- Knowledge in the operation of specialized medical equipment.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to use a hand truck for delivering supplies.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), 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 have self-confidence.
- 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 50 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. 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.**