KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #2

POSITION Materials Management Clerk – Part time 20-32 hours/week

SUMMARY Assists Materials Manager in researching products, ordering of materials, supplies and/or equipment and the follow through with vendors on shipment and delivery.

EDUCATION Data processing training beyond high school or equivalent experience.

EXPERIENCE REQUIRED 1-2 years of computer experience.

SKILLS AND ABILITIES

- Excellent organizational skills.
- Ability to negotiate with vendors.
- Ability to communicate effectively with managers and vendors.
- Ability to work independently.
- Ability to prioritize work load in order to meet ordering dealines.
- Ability to file accurately.

ESSENTIAL RESPONSIBILITIES

1. Creates item files using appropriate department, product type, and general ledger codes.
2. Creates PO's for various products using appropriate GL codes.
3. Compares Invoices to PO's to verify appropriate pricing by vendors upon receipt of products.
4. Tracks and issues products to appropriate departments
5. Files all invoices.
6. Puts up stock as it is received.
7. Organizes stock for efficient handling.
8. Stocks floor with nursing supplies as needed.
9. Assists employees with their supply needs and delivers stock to various departments as necessary.
10. Prints labels and marks chargeable supplies with appropriate charge numbers.
11. Performs other related duties as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Director of Materials Management

PHYSICAL REQUIREMENTS

- Requires extended periods of time, sitting and/or standing, walking and stooping.
- May be required to lift up to 50 lbs, such as files, cases of paper or other products.
- May be required to push or pull heavier items.
- Requires reaching by extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard.
- Ability to see within normal parameters to use computer terminal and verify accuracy of written material.
- Ability to hear within normal range.
- Ability to move about.

MACHINES TO BE USED Computer, 10 key, and various other office equipment.

ENVIRONMENTAL Indoor, general hospital environment

SPECIAL SKILLS Typing of 40+ words per minute.

TRAINING AFTER HIRE Training programs that apply to position or enhance job performance will be required. Hospital wide inservice attendance will be required.

SPECIAL LICENSES REQUIRED None.

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- □ Demographic information only
- □ Financial information only
- □ Clinical information only
- □ All patient information for patients receiving physical therapy services

• •

I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital operated under lease by Great Plains of Kiowa County, Inc. (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

_____

Employee signature/date