

Job Description

TITLE: Client Equipment Specialist

REPORTS TO: Director of Program Services

STATUS: Non-exempt

SCHEDULE: M-F, 30 hours/week

PAY: \$17-20/hour, based on experience

PURPOSE: This job description defines the typical responsibilities of the Client Equipment Specialist for the purpose of outlining duties and determining job classification. It does not limit the Director of Program Services or the CEO from assigning other duties as the nature of the agency's business and needs may change.

GENERAL DESCRIPTION:

Cancer Services of Northeast Indiana provides durable medical equipment and healthcare supplies to people with cancer.

The Client Equipment Specialist is responsible for the day-to-day operations of the Agency Warehouse including pickup/delivery of hospital beds, cleaning all durable medical equipment, inventorying supplies, and ordering items needed for the warehouse.

ESSENTIAL FUNCTION: Warehouse Management

- Manage and maintain an inventory system for all supplies and durable medical equipment; seek efficiencies to improve systems and client experience.
- Oversee dispensing of medical equipment, supplies, and assistance to clients as outlined in agency policy and procedure.
- Accept and process deliveries of warehouse and other office items.
- Provide pickup/delivery of beds and equipment.
- Clean and sanitize all durable medical equipment before distribution and upon return.
- Conduct regular checks on durable medical equipment by visually looking at equipment and checking for proper and safe operation.
- Perform routine maintenance on durable medical equipment.
- Maintain a clean and organized environment.

ESSENTIAL FUNCTION: Maintenance

- Monitor routine maintenance of building as directed.
- Operate hand tools to make repairs.
- Change light bulbs as needed.
- Trouble shoots all repairs and notify management of items that need skilled attention.
- Maintain neat property appearance.
- Setup meeting spaces for events, Board meetings, support groups, and training sessions.
- Provide pickup/delivery of parts, supplies, mail, and donations.
- Install wall-mounted decorations and devices on occasion.

ESSENTIAL FUNCTION: Environmental Services

- Maintain a clean and organized environment
- Maintain appropriate use of all chemicals.
- Ensure proper use of universal precautions.
- Develop appropriate Policy and Procedures for job tasks as needed.

ESSENTIAL FUNCTION: Purchasing

- Perform minor purchasing of durable medical equipment, supplies, nutritional supplements, maintenance parts, etc as needed, within budgetary constraints.
- Maintain current inventory of all warehouse equipment and supplies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to troubleshoot maintenance problems.
- Must have an ability to perform multiple tasks in an organized and efficient manner.
- Must be able to operate small power tools as well as hand tools.
- Must be able to read, write, and speak the English language fluently and correctly.
- Must have an ability to follow written and oral instructions.
- Must have ability to solve basic math problems.
- Must be able to deal tactfully and work harmoniously with visitors, the general public, related organizations and/or affiliations, and personnel.
- Must be able to handle difficult customers in a courteous manner.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately to meet the requirements of the position.
- Must be able to tolerate frequent interruptions and requests.
- Must have personal integrity.
- A demonstrated sense of humor.
- Must be able to maintain confidences.
- Must be in good general health and demonstrate emotional stability.
- Must be professional in dress and manner
- Knowledge and experience with Microsoft Office products, Windows 2000 Professional, Email and the Internet.

WORKING CONDITIONS:

- Willingness to work beyond normal working hours when necessary.
- Sitting, standing, bending, lifting up to 100 pounds, pushing, pulling, climbing/descending stairs, use of stepstool or ladder, and moving intermittently during working hours.
- Working in well lighted, ventilated office area.
- Subject to frequent interruptions.
- May be subject to infectious diseases, substances, and contaminated articles.

MINIMUM QUALIFICATIONS:

- High School Graduate, prefer technical training in facilities management
- At least 2 years experience in facilities management
- Must have a current, active driver's license.
- Must have reliable transportation.