

JOB TITLE: Materials Stock Clerk	DEPARTMENT: Materials	POSITION OF SUPERVISOR: Controller
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: Part Time up to 25 hours per week	EFFECTIVE DATE:

**Position Summary:** Primary responsibilities include purchasing, storing, and disbursing materials and supplies for hospital use. Ensures that all items purchased comply with company policies. Assist the departments in inventorying their assets on a semi annual basis and maintaining a PAR management system. The Materials Stock Clerk manages the on-hand inventory within the storeroom, submits and receives orders along with external shipping of items, updates and assists in the maintenance of the EHR database for supply items, provides input and advise to departments for inventory management, provides out-date tracking and management, and develops relationships with internal staff.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	Required GED or High School Diploma.
<b>Experience:</b>	0-1 years' experience in purchasing, receiving, and/or distribution. Knowledge of medical supplies and clinical background preferred.
<b>Special Skills, Licenses or Certifications:</b>	Proficient with Microsoft programs including: Word, Excel, Outlook, and Outlook BLS/CPR preferred.
<b>Language Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to read, write, and clearly express one's self in English 100% of the time</li> <li>• Additional languages preferred</li> <li>• Demonstrates ability to listen</li> <li>• Demonstrates ability to clearly conveys thoughts in speech and written word</li> </ul>
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Lifting a minimum of <b>50</b> pounds. May need to lift more than <b>51</b> pounds.</li> <li>• Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone.</li> <li>• Adequate sight is required to perform essential functions of the job.</li> <li>• Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time.</li> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Must have fine motor skills 100% of the time.</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Demonstrate tact and versatility.</li> <li>• Must be dependable.</li> <li>• High degree of self-motivation and directional initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to function successfully independently.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> <li>• In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.</li> </ul>
<b>Work Environment:</b>	Work is performed in multiple settings: office(s), patient waiting or traffic areas, and clinical settings. Exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
<b>Cross-Training of Position:</b>	PSMC cross-trains job positions. Not applicable

**Standard Job Requirements:** *At all times, employee shall satisfy the following requirements:*

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Accomplish annual goals.
3. Comply with **all** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
4. Comply with all PSMC and department procedures, rules and directives.
5. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
6. Be courteous, respectful, honest, and solution-oriented in dealing with others.
7. Communicate accurately, clearly, and effectively both orally and in writing.
8. Possess excellent organizational skills and the ability to multi-task.
9. Work independently and perform the job with minimum supervision.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.

**Essential Duties, Functions and Responsibilities:** *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.*

**Supply Chain:**

1. Maintain a working knowledge of a majority of the materials and supplies in the hospital and departments.
2. Receives all deliveries, unpacks each package and determines the appropriate department for distribution. Receives packing slips with PO within the EHR system to receive inventory and monies to each department adequately.
3. Education to the staff of proper use of requisitions, non-catalog requisitions, and batch charge entry applications

4. Collaborate with vendors and suppliers to ensure all operations (e.g., shipping, delivery) meet quality and safety standards
5. Proficiency to determine volume use of items and alter volumes as needed
6. Assists with ordering and purchasing supplies and equipment for all departments within PSMC
7. Manages inventory, outdates, and PAR system to ensure adequate stock on hand for the Central Supply and Nursing supplies to uphold patient care needs in all departments.
8. Creates supply chain management strategies that increase efficiency and speed.
9. Optimize Storeroom functions
10. Ensure verification of invoices against original orders to establish compliance with all conditions of purchase before payment.
11. Assists with Inventory counting for Departments on a semi annual Basis.

Perform other job duties and special projects, as assigned by a supervisor.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Director</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)