



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

PROPERTY & SUPPLY TECHNICIAN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

| | |
|---|--------------------------------------|
| REPORTS TO: Procurement Manager | FLSA STATUS: FT-Regular |
| DEPARTMENT: EMHC Property & Supply | LOCATION: 1251 Elbowoods Loop |
| SALARY: \$20.80 – \$30.00 DOE/DOQ | OPENING DATE: |
| CLASSIFICATION: Non-Exempt | CLOSING DATE: |

POSITION SUMMARY:

The Property & Supply Technician will report directly to the Procurement Manager with overall accountability to the EMHC CEO. Will be responsible for the overall coordination of ordering and maintaining the necessary property & supplies for Elbowoods. Will establish the necessary working relationships with vendors to ensure adequate and efficient processes are followed for timely ordering and receipt of goods. Will assist the Inventory Specialist in monitoring and maintaining the current inventory stock to ensure supplies are available to meet the needs of the clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain stock and establishes or adjusts stock level to assure adequate stock of supplies and material are available;
2. Review and/or screen documents specifying supplies of materials needed for work operations, and collate and assemble lists of equipment and parts needed;
3. Initiate, prepare, edit and process requisitions for stock replenishment;
4. Conducts physical supply and equipment inventories and makes adjustment to maintain inventory and stock account records;
5. Contacts supply organizations, transportation units, and others to obtain material status information, follow up on urgently required items, and/or expedite delivery of materials/supplies;
6. Responsible for receiving, labeling, bar coding/scanning, supply identification/tracking systems, and issuance of medical supplies;
7. Receives and verifies shipment of medical supplies;
8. Conducts periodic perpetual inventory of medical supplies throughout the patient care storage areas;
9. Utilizes material handling equipment to safely deliver supplies to the respective units;
10. Assists with product recalls and disposition of obsolete, excess or surplus supplies;
11. Coordinates discrepancies for goods received; processes and assures receiving reports in accordance with established procedures;
12. Ensures receipt of and processing of receiving reports for services, supplies, materials and equipment for payment and related functions;
13. Files packing slips, copies of documents for purchase order files;



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14. Resolves shipment discrepancies of overages, shortages or damages in shipping;
15. Receives, inspects, counts and stores supplies and equipment in designated storeroom areas in the health center;
16. Represents EMHC in a highly professional matter;
17. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
18. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
19. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
20. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
21. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
22. Attend training and maintain certifications as required; and
23. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical** – The individual synthesizes complex or diverse information;
- **Problem solving** – The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication** – The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Quality management** – The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing** – The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:



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Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of purchasing, record keeping, and bookkeeping principles and methods and procedures related to such as designated by EMHC procurement office;
- Knowledge of supplies and materials utilized in office, technical, or maintenance operations;
- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to establish and maintain effective working relationships with EMHC officials and vendors;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED; **REQUIRED**
- Two (2) years of clerical experience either in a purchasing department or a related function, which includes vendor contact, or preparing and processing documents; **REQUIRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR;
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:
 - Work is performed in an office, outdoor and warehouse environment with varying conditions of noise level, temperature, and illumination;



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- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
- Work situations may be stressful and require irregular hours;
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
- Work is performed inside and outside with exposure to unpredictable crisis situations;
- Shift work may be required;
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
- Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
 - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
 - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
 - The individual must regularly lift and/or move up to 50 pounds;
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
 - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:



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1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov &
Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____