



POSITION DESCRIPTION

POSITION TITLE: Clerk II - Stores

DEPARTMENT: Administration

CLASSIFICATION: Clerk II

APPROVED BY: Regional Lead – Human Resources

UNION: CUPE Facility Support

DATE APPROVED: February 20, 2019

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services, Managers, Health Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director, Health Services, or Managers, Health Services, the Clerk II - Stores is responsible for the receiving, storing, and distribution of supplies as well as the completion of all required documentation and supply order forms for the site within the policies and procedures as defined by Southern Health-Santé Sud.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The Clerk II – Stores position is responsible for the distribution of supplies and equipment within the site, which includes duties and functions but are not limited to the following:

Receiving

- Receives, inspects, verifies, accepts or rejects supplies and equipment delivered to the facility.
- Processes all necessary paperwork and documentation such as packing slips, which are matched to invoices in preparation for the payment authorization process.
- Delivers stock supply requests to the appropriate department/unit within the site.
- Delivers or coordinates the distribution of non-stock supplies to appropriate department(s).
- Notes discrepancies, damaged supplies and shipping and/or vendor errors and brings these forward to the attention of the appropriate Director, Health Services, or Managers, Health Services.

Storing

- Accurately prepares and processes all inventory documentation (manual and/or electronic) concerned with storage and distribution of supplies including receipts, packing slips, stock and non-stock requisitions and returns to vendors.
- Maintains a neat and orderly storage room and applies good storage and distribution practices, proper stock rotation, location management and identification techniques.
- Stores sterile supplies ensuring sterility is maintained.
- Stores dated goods so that stale dating does not occur (First In, First Out).

Supply Preparation

- Ensures inventory supplies remain at adequate levels throughout the site.

Special Duties

- Assists in the maintaining of stock forms, including photocopying.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Performance measured against the above-identified essential functions and basic duties.
2. The position functions in a manner that is consistent with the mission, vision and core values and the policies of Southern Health-Santé Sud.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII education or equivalent.

KNOWLEDGE REQUIRED:

- Knowledge and proficiency in Microsoft Office applications (Word, Excel, Outlook & Internet).
- Knowledge of medical and surgical supplies is considered an asset.
- Knowledge and experience in the Kanban system is considered an asset.
- Knowledge of procurement is considered an asset.

EXPERIENCE REQUIRED:

- One (1) year experience in a related field.
- Experience with Microsoft Dynamics Great Plains program is considered an asset.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Proficiency of both official languages is essential (English/French).
 - Demonstrated organizational and time management skills.
 - Demonstrated attention to detail.
 - Demonstrated ability to work independently and with minimal supervision.
 - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
 - Demonstrated ability to meet the physical and mental demands of the job.
 - Good work and attendance record.
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
 - All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
 - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per CUPE Facility Support Collective Agreement Salary Scale

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.