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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	MATERIALS MANAGEMENT WAREHOUSE CLERK
<b>DEPARTMENT:</b>	MATERIALS MANAGEMENT
<b>CLASSIFICATION:</b>	MATERIALS MANAGEMENT WAREHOUSE CLERK
<b>UNION:</b>	MGEU – FACILITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	SUPERVISOR – MATERIALS MANAGEMENT
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Under the direction of the Supervisor, Materials Management, the Materials Management Warehouse Clerk carries out the warehousing and distribution of materials to all sites and services within the Interlake-Eastern Regional Health Authority.

The position of Materials Management Warehouse Clerk functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works closely with the Purchasing Assistant to facilitate order shipping and receiving
- Works closely with the Purchasing Assistant to ensure the timely ordering and delivery of items (related specifically to the surgical program at the Selkirk Regional Health Centre)

- Works closely with the Purchasing Assistant and the Selkirk surgical team to address supply needs and assist with item shortages
- Ensure all shipments are received in good condition
- Cross reference packing slips to our Purchase Orders for accuracy
- Receive orders in Dynamics (Matman software program)
- Unpack shipments and stock shelves
- Ensure stock is rotated on a “first in/first out” basis
- Input all stock order in Dynamics (Matman software)
- Pick and pack orders for all IERHA sites and services
- Stocks wards within the Selkirk Regional Health Centre including the Selkirk OR sterile core area
- Keep accurate records of all transactions
- Process all stock return in Dynamics (Matman software)
- Perform regular cleaning and maintenance schedules within the warehouse
- Pick-up and deliver shipments to and from local vendors as required
- Process incoming and outgoing mail
- Print Shop duties
- Trains new staff on supply management systems and protocols
- Filing and other administrative duties as required
- Adhere to all infection prevention and control standards
- Pursuant to the Health System Governance and Accountability Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

#### **OTHER**

- Performs other duties as assigned.
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#### **QUALIFICATIONS**

##### **EDUCATION/CERTIFICATION:**

- Completion of Grade 12

##### **REQUIRED KNOWLEDGE:**

- Knowledge of medical supplies and equipment is preferred.
- Preference will be given to candidates with knowledge of Great Plains Dynamics software.
- Demonstrated knowledge of Windows and MS Office required.

##### **EXPERIENCE REQUIRED:**

- Previous experience in a warehouse environment is required.
- Previous experience with computerized inventory control system. Preference will be given to experience with Great Plains Dynamics (Matman)
- Previous experience in stock management for an Operating Room environment is required

##### **SKILLS/COMPETENCIES:**

- Excellent organizational and communication skills
- Ability to maintain positive working relationships in a team environment
- Ability to work under pressure and meet set deadlines

- Ability to work with minimal supervision
  - Physically capable of performing tasks that involve constant movement and heavy lifting
  - Demonstrate working knowledge of WHMIS and MSDS guidelines
  - Valid Manitoba driver's license.
  - Mental and physical ability to meet the demands of the position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - May be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.


#### **PATIENT SAFETY**

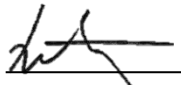
- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: February 2025  
\_\_\_\_\_ Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_ Date

Approved by:  Lorianne Kowaliszyn \_\_\_\_\_  
Executive Lead/ CEO \_\_\_\_\_ **Feb 23, 2025**  
Date

Reviewed by:  Julene Sawatzky \_\_\_\_\_  
Executive Lead, Human Resources \_\_\_\_\_ February 24, 2025  
Date

*Position 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 position 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.*