



POSITION DESCRIPTION

POSITION TITLE:	MATERIAL MANAGEMENT AIDE
DEPARTMENT:	CLINICAL PROGRAMS
CLASSIFICATION:	MATERIAL MANAGEMENT AIDE
UNION:	MGEU – FACILITY SUPPORT
STD GRP. #	5

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Clinical Team Manager, the Material Management Aide carries out the warehousing and distribution of materials to all areas of the Interlake- Eastern Regional Health Authority.

The position of Materials Management Aide functions in a manner consistent with, and support the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Receives goods coming into the facility/ site and inspects for damage.
- Checks all goods against the purchase order and packing slip for appropriate quantity and description.
- Places all goods into storage as required.
- Delivers goods to other areas (i.e. lab, pharmacy, dietary, etc. as required).
- Ensures that all stock is rotated on a “first in, first out” basis.

- Fills orders for requisitioned supplies.
- Assists in inventory maintenance on an ongoing basis.
- Stocks medical/ surgical and intravenous supplies to the clean supply room as well as all emergency department treatment rooms.
- Delivers carts to emergency department.
- Maintains an inventory of printed forms where required.
- Obtains purchase order approval from Clinical Team Manager as directed.
- Pursuant to the Regional Health Authority 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:

- Grade 12 required.

REQUIRED KNOWLEDGE:

- Demonstrated knowledge of Windows and MS Office required.

EXPERIENCE REQUIRED:

- Experience in a warehouse or parts department required.

SKILLS/COMPETENCIES:

- Ability to lift heavy objects on a regular and consistent basis required.
 - Ability to work independently with a minimum of supervision required.
 - Good verbal and written communication skills required.
 - Good physical and mental health to meet the demands of the position required.
 - Ability to maintain positive working relationships in a team based working environment.
 - 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.
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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 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. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
March 2019
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
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.