

NORTH SHORE – LIJ HEALTH SYSTEM

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : MATERIALS SUPPORT ASSOCIATE
Requisition Number 002T39 Position Number 10086778
1.0FTE 10A-6PM

DEPARTMENT : Emergency Department

REPORTS TO : Michael Recupero

POSITION SUMMARY	Receives, stores and distributes IV's and supplies to nursing and ancillary units. Maintains par levels of supplies and IVs. Attends in-service programs and adheres to infection control policies and procedures.
RESPONSIBILITIES	<ul style="list-style-type: none">* 1. Receives materials, IVs and supplies.<ul style="list-style-type: none">• Unloads delivery vehicles.• Inspects items for damage or defect such as torn wrapping, scratches or breakage; reports damages.• Verifies accuracy of shipment by counting, weighing or measuring items and comparing size, weigh, description and code numbers with information on invoices, packing slips, bills and purchase orders.• Records stock activity in MMIS.• Receives and stocks deliveries in designated areas.* 2. Drives hospital vehicle for local pick-ups and deliveries. Maintains vehicle in clean condition.* 3. Delivers supplies to nursing and ancillary units.<ul style="list-style-type: none">• Fills pick list requests accurately for storeroom supplies.• Checks quantity requested, bin locations, and catalog numbers.• Prepares storeroom cart of supplies requested for delivery.• Delivers to end user departments, notify personnel of delivery. Rotates and stores supplies, as needed.• Checks inventory, carts and supply areas in user departments in order to maintain par levels of supplies and IVs.• Returns empty pallets, delivery carts, and supply containers to storeroom.• Maintains cleanliness and safety of utility rooms, storeroom and receiving areas.4. Prepares mail and outgoing FedEx.5. Performs related duties as required.

MATERIALS SUPPORT ASSOCIATE

	*ADA Essential Functions
REQUIRED EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma or equivalent, required.• Valid New York State Driver’s License, required.• Prior materials experience in a healthcare environment, preferred.• Ability to lift/carry material in excess of 50 pounds.• Demonstrated computer skills.• Ability to read and write English.

Department Head Signature

Date

Human Resources Signature

Date