

## Cherokee Elder Care

**Job Title:** Supply Coordinator  
**Prepared:** 05/10/2012, 05/28/2019, 08/06/2019  
**Revised:** ~~08/06/2019~~ 11/16/2022  
**FLSA Classification:** Non-Exempt  
**Supervisor:** Chief Financial Officer  
**Other:** Safety Sensitive Position

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Job Summary

The **Supply Coordinator** is responsible for the coordination and supply of all supply area functions.

### Essential Job Functions

- Procure and maintain a sufficient inventory of supplies as is necessary for all departments
- Coordinate the organization of and operation of the supply area
- Order and receive necessary supplies using appropriate account and component codes by following appropriate procurement methods outlined in the CEC financial policies and procedures
- File claims for any damaged merchandise as well as shortages or overages in a given shipment
- Maintain inventory of the supply area, showing incoming and outgoing disbursement of supplies as needed on stock items
- Consistently researches and analyzes cost efficiency assessments in purchasing supplies
- Delivers requisitions/purchase orders to the appropriate personnel in the finance department
- Delivers supplies and paperwork to the appropriate locations
- Determines methods of storage, identification and stock location
- Examines supplies to match receipt of items on packing slips to requisitions
- ~~Monitor service and maintenance of equipment; this should be in Facilities JD?~~
- ~~Coordinate and maintain an organized filing system to meet with financial standards~~
- ~~Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items, obtaining approval from the CFO or requisitioning the finance department~~
- Obtain recommendations from ~~supliers~~suppliers for substitute items
- Obtain approval from CFO or designee within the Finance Department for requisitions
- Obtain approval from Executive Director or their designee for approval of Purchase Orders and any other additional attachments to the requisition and Purchase Order
- Requires **occasional** use of personal vehicle for business purposes.
- All other duties assigned by the **Chief Financial Officer**

### Core Job Functions for All Staff

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and knowledgeable of CEC policies, practices and procedures.

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- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Participates on task groups and committees, including the Quality Improvement Program

### **Working Conditions/Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions and physical demands include:

- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift up to 50 ~~lbs~~ and move people/objects both short and long distances. (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 ~~lbs~~.)
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
- Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

### **Knowledge, Skills and Abilities**

- Must have strong written, oral and interpersonal skills including professional phone etiquette.
- Must have flexibility with work schedule and a high level of personal integrity.
- Must have working knowledge of physical, psychosocial, behavioral and family needs of the elderly.
- Must have knowledge of community health, social service delivery systems and the aging provider network within the service area.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
- ~~Must have basic computer office machine skills including 10 key, typing, scanning and emailing, phone systems, photocopiers and fax machines. while utilizing Microsoft Excel, Outlook and Word.~~
- ~~Must have moderate to advanced experience in Microsoft Excel, Word and Outlook computer skills.~~
- ~~Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.~~

- Must be detail and accuracy oriented and complete tasks in a timely manner.
- Must be a team player with leadership ability.
- Must attend continuing education courses as needed.

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~~Must attend continuing education courses as needed.~~

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## **Required Education, Licensure, Experience & Health**

### **Education:**

- Associate's degree from a 2 year college or technical school in a business or allied health related field; or two (2) years (60 credit hours) of coursework from a 4 year college or university; or three (3) years of related experience; or an equivalent combination of education and experience.

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High School Diploma or GED (Associate's Degree Preferred)

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~~Associate's Degree Preferred, will review experience in lieu of degree.~~

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- Must have some working knowledge of medical terminology and medical equipment.

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### **Licensure:**

- Current CPR certificate and first aid training.
- ~~Prefer C.N.A. or CMA current licensure.~~
- Current Driver's License.
- Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
- A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

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### **Experience:**

- Must have 1 year of experience with a frail or elderly population.
- Must have 2 years' experience performing basic purchasing functions.
- Must have some working knowledge of medical terminology and medical equipment
- Must have an accident free driving record with no moving violations within the last 2 years.

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### **Employee Health:**

- Must be cleared of all communicable diseases upon hire and subsequently throughout employment
- Must provide proof of immunizations upon hire and subsequently throughout employment

### **Supervisory Responsibilities**

- No supervisory responsibilities

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### **Other Qualifications:**

- **I understand that I must NOT be under sanction by the United States Department of Health and Human Services Office of the Inspector General (OIG) or by the General Services Administration (GSA) or listed on the OIG's Cumulative Sanction Report, or the GSA's List of Excluded Providers, or listed on the OIG's List of Excluded Individuals/Entities (LEIE).**

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**Acknowledgement:**

I **agree** to abide by the philosophy, practices, and protocols of the PACE organization.

I **have read** the above **Supply Coordinator** job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I **understand** the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager or other CEC representative

\_\_\_\_\_  
Date