

Employment Opportunities

EO-488

December 17, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:
www.leadingagewi.org/services-education/employment-opportunities.

EO-1079 Clinical Equipment and Supplies Coordinator – Verona, Wisconsin

The Dane County Human Services Department at Badger Prairie Health Care Center in Verona WI has a full-time (1.0 FTE) vacancy for a Clinical Equipment and Supplies Coordinator position.

The eligible list created from this recruitment may be used to fill future vacancies that occur within the next six (6) months.

Equity, Definition and Examples of Duties

COMMITMENT TO EQUITY AND INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women and racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

DEFINITION

Under the general direction of the Finance Manager, this position performs highly responsible administrative and supervisory duties and other related work as required. Functions as both the Clinical Equipment & Medical Supplies Coordinator and also performs the purchasing/accounts payable and contractual services for the facility. Manages furniture and interior finishes. Ensures and may assist in planning and scheduling of preventive maintenance and repair/replacement of equipment. Procures all supplies and clinical equipment for facility, including related service agreements/contracts. Types of clinical equipment include patient lifts, beds, diagnostic equipment and wheelchairs.

EXAMPLES OF DUTIES

Schedules and supervises the Equipment and Inventory Technician. Oversees and ensures that the work order and preventative maintenance process occurs related to all minor/capital equipment and furniture/interior finishes to facilitate safety of residents and staff. Coordinates with Facilities Management staff and Equipment and Inventory Technician to assist in problem resolution. Procures parts necessary for repair and preventative maintenance. Ensures outside service calls are placed to appropriate staff. Advises Nursing on all inventory control functions within Central Supply, including asset management and year-end medical supply inventory. Facilitates and completes year-end asset capitalization project ensuring capital assets are entered in the MUNIS Fixed Asset module; software issues are researched and resolved in conjunction with DOA-Controllers staff. Manages facility purchasing ensuring all purchases are in accordance with County Ordinance. Obtains quotes, writes specifications and seeks bids for all minor/capital clinical equipment and service needs. Processes verified invoices and enters them in MUNIS weekly. Collaborates and provides information to Finance Manager for use in monthly cost projections and as it relates to annual budget expenses.

Education, Experience & Special Requirements

Education, Training and Experience:

Any combination of education, training and experience equivalent to a Bachelor's degree in supply chain management, business, accounting, purchasing or closely related field. Also, requires three (3) years of professional work experience, which includes one (1) year lead/supervisory experience. Knowledge and experience in administration of public or private sector purchasing systems. Procurement of clinical equipment and supplies, including the preparation of specifications for major capital equipment is highly preferred. Project experience and contract administration is also preferred.

Special Requirements:

Maintain confidentiality of all resident care and employee information. Ensure residents' rights and privacy are protected at all times. Must have a valid driver's license, or access to reliable personal transportation, or equivalent. Also refer to "Physical and Environmental Work Requirements" section below.

Background Check Statement: Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

For Bilingual Positions:

1. Provide services in both English and the required foreign language (e.g., Spanish, Arabic, Hmong, etc.).
2. Applicants being considered for bilingual positions will be tested during the recruitment process prior to employment. This will primarily consist of passing an oral language proficiency assessment from English to foreign language and foreign language to English, but may require additional language testing, such as written translation, if it is an essential function of the job.

*If applicable, individuals may confirm with the Employee Relations Division whether results of bilingual language certifications/ examinations they currently hold qualify them for the position's bilingual designation.

Physical and Environmental Work Requirements:

Works in moderately safe and comfortable conditions within a modern healthcare facility, with potential for exposures to odors, violence and noise. Potential for exposure to infectious waste, diseases, conditions, etc., including blood borne pathogens. May be required to wear personal protective equipment, up to and including, an N95 respirator. Professional office work environment. Work involves walking, sitting, standing, bending, stooping, twisting, turning, lifting, carrying, pushing, pulling, grasping, and reaching within normal ranges. Ability to lift and move a variety of work-related materials weighing up to 50 pounds (with/without assistance). Prolonged computer and phone use. Manual dexterity using fine and gross motor skills. Ability to speak and be heard by others. Ability to see and hear within normal ranges with or without corrective devices.

Knowledge, Skills & Abilities

Knowledge and experience in administration of public or private sector purchasing systems. Knowledge of principles and practices of purchasing. Knowledge of State, Federal and County Regulations for purchasing. Knowledge of clinical equipment specifications and supplies. Knowledge of clinical equipment maintenance and repairs. Knowledge of maintaining fiscal accounts and records along with automated accounting system. Knowledge of personal computer functions including Microsoft Office, Microsoft Excel, and supply chain management applications, some hardware and software troubleshooting. Possess data management skills. Possess basic and accurate mathematical skills. Ability to supervise the Equipment & Inventory Technician and other staff as needed. Ability to train, direct, monitor and evaluate the work of others. Ability to work independently and in collaboration, exercising decision making skills. Ability to communicate effectively with vendor representatives, agency staff and members of the public. Ability to interpret and apply complex fiscal policies and regulations, procedures and processes. Ability to analyze procedures and recommend appropriate changes and efficiencies. Ability to read, interpret and apply complex software instructions. Ability to prepare neat, concise and accurate reports. Ability to follow written and oral instructions and procedures. Ability to analyze fiscal and inventory control procedures and recommend appropriate changes. Ability to problem solve independently.

Interested candidates can apply online at:

<https://www.governmentjobs.com/careers/countyofdane/jobs/4757872/clinical-equipment-and-supplies-coordinator>