



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Stores Officer	
Position Number	Community	Division/Region
48-4049	Yellowknife	Materials Management and Contracting

## PURPOSE OF THE POSITION

The Stores Officer is responsible for receiving, issuing, delivery, shipping and inventory control of all supplies that are received or shipped on behalf of the hospital. These duties are performed on a scheduled basis following department procedures to ensure the timely delivery of supplies to end users throughout the hospital.

## SCOPE

Located in Yellowknife, the Stores Officer reports to the Supervisor, Materials Management.

The Northwest Territories Health and Social Services Authority (NTHSSA) is headquartered in Yellowknife and is responsible for delivering health and social services in most communities across the NWT. The NTHSSA covers 1.2 million square kilometers and services approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginal peoples. The NTHSSA delivers a full-range of primary, secondary and tertiary health and social services including family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. These services are delivered by more than 1,400 health and social services staff.

Stanton Territorial Hospital (Stanton) is an accredited facility in Yellowknife, and is the referral center for approximately 40,000 regional residents of the Western Arctic and Nunavut (Kitikmeot Region). Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity.

The Stores Officer is responsible for ensuring the daily receiving and delivery of medical and non-medical supplies to all areas in the hospital. This position is responsible for the safe, efficient and effective receipt and delivery of supplies. The supplies are required by end users in order to provide direct and indirect patient care. Failure to perform duties as required could result in reduced levels of service to patients, improper allocation of costs and increased costs due to obsolescence and expiration of products.

There are approximately 6,400 shipments received each year with a total of 24,000 individual boxes handled by the incumbent.

## **RESPONSIBILITIES**

### **1. Receives and delivers all incoming shipments for the hospital.**

- Verifies and signs for shipments from various transportation firms;
- Verifies content, count and condition of goods received;
- Handles claims for damage goods and tracing shipments;
- Delivers all non-inventory items to ordering departments;
- Data enters of all items received to ensure prompt delivery and correct billing;
- Ensures that all Workplace Hazardous Materials Information System (WHMIS) regulated goods are stored and handled in a manner compliant with the Federal and Territorial regulations;
- Obtains signatures to track and acknowledge receipt of goods; and
- Notifies purchasing officers of discrepancies with regards to orders.

### **2. Responsible for Capital Equipment Inventory.**

- Receives and verifies condition of equipment purchased;
- Records, tags and delivers capital equipment; and
- Data enters of all equipment received to ensure accurate records are maintained in the asset database.

### **3. Issues and distributes supplies to all areas of the hospital.**

- Fills and delivers stock requisitions for various departments;
- Data entry to ensure goods are charged and inventory adjusted; and
- Obtains signatures acknowledging receipt of supplies to ensure a proper audit trail.

### **4. Ships all goods leaving the hospital.**

- Ensures boxes are packaged properly to avoid damage;
- Determines if the proper method of shipment is being used and boxes are correctly labeled and have the appropriate documentation;
- Ensures that all dangerous goods are shipped with proper documentation and compliant with the Transportation of Dangerous Goods (TOG) Act; and
- Maintains records of all outgoing shipments for tracking purposes.

### **5. Responsible for Inventory Control.**

- Ensures that all stock is rotated as received, to ensure first in-first out at inventory

control;

- Investigates and corrects discrepancies in inventory levels;
- Performs random inventory counts to test accuracy of stock; and
- Participates in annual inventory count.

**6. Performs general departmental duties as assigned as per daily schedule to ensure the smooth, safe and efficient flow of supplies to end users.**

- Keeps work area neat, clean and free of hazards;
- Monitors expiry dates on stocked products;
- Use hospital vehicle for local pickups and deliveries as required;
- Checks Material Safety Data Sheets (MSDS) and updates in system if required; and
- Assists in other areas of Materials Management.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is required to distribute large quantities of heavy boxes and supplies throughout the hospital on a daily basis. Other daily physical demands include lifting, bending, walking and reaching.

### **Environmental Conditions**

The incumbent is required to deliver supplies to all areas throughout the hospital and could have potential exposure to sharp objects and harsh dangerous materials and chemicals. The incumbent also works in the Stores area and is subject to dust and other elements found in a typical warehouse environment.

### **Sensory Demands**

The incumbent must visually inspect shipments received and pay close attention to repetitive details on a daily basis.

### **Mental Demands**

The incumbent may be exposed to uncontrollable work requirements and may need to respond to unscheduled demands for service on a daily basis.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Computer experience in data based programs and knowledge of spreadsheets
- Ability to comprehend and follow both written and verbal instructions
- Must be physically able to handle heavy objects
- Attention to detail and accuracy
- Good time management and organizational skills
- Must have good communication skills both written and verbal
- Ability to work in a cross cultural environment

- Solid customer service skills when dealing with stakeholders and Stanton staff
- A valid NWT class 5 driver's license is required.

**Typically, the above qualifications would be attained by:**

Completion of a High School Diploma.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French Language** (check one if applicable)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous Language:**

- Required
- Preferred