



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Warehouse Technician	
Position Number	Community	Division/Region
48-5379	Inuvik	Materials Management and Contracting

PURPOSE OF THE POSITION

The Warehouse Technician is responsible for the purchasing and delivering materials and supplies for the Northwest Territories Health and Social Services Authority (NTHSSA). The position receives and ships materials and supplies for the Inuvik Regional Hospital and its offsite regional health facilities, wellness and social services centers to ensure they are distributed in a manner that results in efficiency and an effective use of current transportation methods.

The duties of the position are carried out in accordance with the GNWT Financial Administration Act, the GNWT Business Incentive Policy, the GNWT Contracting Regulations, WHMIS Regulations, and Transportation of Dangerous Goods.

SCOPE

The Warehouse Technician is located in Inuvik and reports to the Supervisor, Warehouse.

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.

The Warehouse Technician is responsible for maintaining the inventory stock control at the Inuvik Regional Hospital. This position receives and distributes commodities that are procured through the NTHSSA and provides services to thirteen (13) surrounding communities, including Inuvik. The position assists with ordering stocked items, (approximately \$500,000 per year), records items received and inventory tracking of medical, business supplies, oxygen and cleaning supplies.

RESPONSIBILITIES

1. Provides shipping/receiving services for the Northwest Territories Health and Social Services Authority.

- Ensures stocked items requisitions have proper coding, spending and payment authority;
- Reviews stocked items requisitions, prioritizing and filling orders;
- Checks stocked items purchase orders ensuring quantities will fit the warehouse configurations for storage;
- Compares orders filled with orders received and maintains a record on the receiving report of back ordered items;
- Ships medical supplies to the outlying community health centers;
- Ships biomedical specimens to medical laboratories and health facilities;
- Ships medication as required for the pharmacy department;
- Checks all incoming weigh bills for accuracy and compares them to the purchase orders issued to ensure compliance with the FOB point;
- Inspects freight and packages, signs weigh bills accepting shipment and records any damage of freight received;
- Prepares insurance documents for items that have been received damaged, and communicates with vendors to remedy the shipment received;
- Expedites all freight shipments to the consignees;
- Maintains a log of all freight movements;
- Attends when necessary, the airport, marine shipping dock or other location to observe freight being received and to sign off on freight arriving;
- Schedules local deliveries with cartage contractors;
- Determines the most cost effective way to ship commodities based on the urgency and need and prepares the bills of landing for transportation companies;
- Delivers freight to the appropriate Inuvik Regional Hospital divisions and to offsite locations in Inuvik; and
- Picks up mail from the NTHSSA Finance division, deliver to the post office, Public Health, Community Counseling Program and the Arctic Family Medical House

2. Maintains the stocked items catalogue in the computerized materials management module to ensure accuracy.

- Ensures stocked items are entered accurately in the materials management module including product listing, description, pricing, order point and order status are up to date;

- Distributes stocked items catalogues to community health centers, off site centers and throughout the hospital; and
- Notifies supervisor of changes in product line changes and availability Runs receiving reports and notes items on back order

3. Monitors stocked items inventory and assists Supervisor, Warehouse with identifying discrepancies of inventory on hand.

- Updates the required stock control records for each line inventory Verifying inventory counts with stock on the shelves;
- Monitors purchase orders to ensure approved inventory levels are not exceeded;
- Recommends changes to stock levels keeping the revolving stock levels at acceptable levels;
- Maintains a critical list of commodity items by checking monthly to ensure the levels are acceptable and stock is reordered;
- Maintains a product expiry date list for medical products which is checked monthly and expired products are removed and identified for surplus or destroyed;
- Checks stock records for items which need to be reordered and ensure approved inventory levels are maintained;
- Determines the best location to store new stock;
- Participates in the annual inventory of all stocked items in the warehouse by manually counting the stock and comparing the counts to the materials management database Keeps the warehouse tidy and organized with items stored directly on shelves, pallets and flatbeds; and
- Works with the Warehouse Purchaser to complete monthly inventory counts comparing ten items in the system to ten items on the floor and comparing ten items on the floor to ten items in the system and notes any discrepancies. Will also count specified areas monthly. Will review the counts with the Supervisor and investigate any discrepancies.

4. Assists with the purchasing and restocking of oxygen requirements of the Region.

- Orders oxygen cylinders for the Inuvik Regional Hospital and surrounding Health Centers;
- Routinely picks-up empty cylinders and delivers full cylinders to the Emergency, Acute Care and Long Term Care units;
- Provides nitrous oxide-gas for the Maintenance Foreman and equinox for the Acute Care Unit; and
- Prepares ITA Dangerous Goods documents for items requiring special attention.

5. Coordinates the removal of surplus items for the Health Region.

- Ensures personnel at the Region have filled out the applicable documents recommended by Department of Infrastructure's Disposal of Surplus Goods Guidelines
- Coordinates removal of furniture, equipment and supplies by the most economical means (e.g. local cartage company); and
- Assists with the inventory of NTHSSA assets by distributing asset tags for new

furniture, equipment and supplies to divisions and keeping a recorded in a central binder.

WORKING CONDITIONS

Physical Demands

Lifting and loading of freight, pushing freight dollies, flat beds, moving equipment and furniture on a daily basis is physically demanding. The incumbent must be able to deliver supplies throughout the hospital and is subject to the risks of infectious disease.

Environmental Conditions

The incumbent sits near the loading bay. During the winter months that area is cool based on the loading bay opening and closing and delivery staff entering the premises. Fumes from delivery vehicles that are situated at the loading dock can also affect the employee. The load bay area can be quite noisy with the freight arriving and exiting from this location. The incumbent is required to work outside in the storage buildings and travels regularly in town.

Sensory Demands

The incumbent may spend long periods of time on the telephone. The incumbent can expect many interruptions during the working day which would require moderate concentration to keep work organized.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and understanding of trading practices, contractual terminology and supply and service ordering procedures.
- Knowledge of the transportation industry based on air, road and marine travel that is particular to Northern Canada.
- Knowledge of air transportation terminology is required.
- Knowledge of and ability to interpret relevant legislation, regulation, policies and procedures.
- Knowledge of computer-based accounting applications, word processing, databases, and spreadsheet applications.
- Demonstrate effective communications skills (written and verbal) and interpersonal skills to effectively interact and information internal and external networks.
- Demonstrate effective organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Familiar with medical terminology in regards to supplies in order to understand and communicate effectively with health care professional looking for supplies.
- A Class 5 driver's license and certification in WHMIS and ITA Dangerous Goods is mandatory.

Typically, the above qualifications would be attained by:

Completion of a High School Diploma combined with one years of experience in a computerized material management environment in a large organization (preferably in a healthcare setting). Equivalent combinations of educational qualifications and experience will be considered on individual basis.

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