



# Warehouse Clerk

**Job Code:** WC - 104  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$11.31 - \$18.51 Hourly  
\$904.80 - \$1,480.80 Biweekly  
\$23,529.00 - \$38,491.00 Annually

**FLSA:** Non-Exempt

## **Overview**

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## **General Description**

The purpose of this job is to perform specialized inventory control work in the receipt, storage and issuance of supplies and equipment essential to the support of consumer services. An employee in a position allocated to this class is responsible for procurement, receiving, stocking and issuing of supplies and equipment.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Maintains and reports manual and computerized physical and perpetual inventory records monthly.
- Assists in the process and delivery of mail and supplies
- Monitors the movement of stocked equipment and supplies.
- Assists in issuing, receiving and storing of equipment and supplies.
- Conducts physical inventory of all equipment and supplies monthly.
- Orders stock and non-stock equipment and supplies through outside vendors in a timely and cost-effective manner.
- Checks delivery of equipment and supplies against the invoices to make sure they were billed and shipped properly.
- Submits warranty claims for equipment still under original equipment warranty.
- Performs other duties as assigned.

## **Minimum Education and Experience Requirements**

Requires High School graduation or GED equivalent supplemented by one (1) year of experience in customer service, inventory control, warehouse services or related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.