



New Hope Health Center Exam Room Supplier

Position Title: Exam Room Supplier
Supervisor: Material Manager

The Exam Room Supplier will be familiar with and act in accordance with the Vision Statement of New Hope Health Center. In addition, he/she must abide by the Code of Ethics of NHHC.

Vision Statement

To proclaim Jesus Christ, through word and deed, to the cities of Tukwila and SeaTac, Washington through a faith-based health center for the medically uninsured.

To proclaim Jesus Christ to:

The medically uninsured by giving them quality, compassionate health care and asking the Holy Spirit for opportunities to share the Good News of Jesus Christ with them.

The Christian community by providing God's people opportunities to proclaim Jesus Christ through word and deed, and by training God's people to sacrificially serve the underserved in the humility of Jesus, showing Christ to them through their words and deeds.

The people of Tukwila/SeaTac through the unity of the Body of Christ coming together to sacrificially serve the medically uninsured.

Summary of the Position

Under the direction of the Material Manager, the Exam Room Supplier will be responsible for that the exam rooms are fully stocked prior to each clinic session.

Essential Duties and Responsibilities

1. Ensure that exam rooms are stocked prior to each clinic session according to the standard inventory checklist.
2. Maintain regular communication with the Material Manager to ensure that adequate levels of inventory items are on hand for clinic usage.

Knowledge, Skills, and Abilities Necessary

- Servant's heart and a willingness to serve our patients.
- Physical strength to move and store supplies.
- Demonstrates effective organizational, communication and interpersonal skills.
- Understands and supports the mission of New Hope Health Center.
- Exhibits a willingness to learn new skills.

THE EXAM ROOM SUPPLIER WILL UNDER NO CIRCUMSTANCES OFFER MEDICAL ADVICE TO PATIENTS. ALL MEDICAL INQUIRIES WILL BE DIRECTED TO THE MEDICAL PROFESSIONALS IN THE CLINIC.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In order to continue to manage an effective ministry, leadership may need to add to or change the duties of this position at any time.