



Position Title: Material Manager
Supervisor: Office Administrator

The Material Manager 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 Office Administrator, the Material Manager will be responsible for ensuring adequate levels of supplies used at the clinic are maintained and well organized.

Essential Duties and Responsibilities

1. Maintain adequate supply inventory for clinic function, staying within the specified budget.
2. Keep supplies well organized.
3. Provide a list of needed supplies to be ordered to the Executive Director on a semi-monthly basis (keep in mind a possible 10-12 business day shipping time after an order is placed).
4. Maintain a communication log book for supplies.
5. Maintain a supply database and/or inventory system.
6. Provide supply usage information to the Executive Director in order to aid in budget preparation.

Knowledge, Skills, and Abilities Necessary

- Possess administrative ability.
- Possess supervisory and coordinating ability.
- 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 MATERIAL MANAGER 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.