

# Arkansas Department of Career Education

## Central Supply Tech Shift Supervisor Job Vacancy Announcement

Recruitment Period:

Wednesday, August 24, 2016 through Wednesday, August 31, 2016

Position Number: 22081534

Classification Title: Central Supply Tech Shift Supervisor Class Code: V026C

Grade: C109 Entry Level: Salary: \$21,827

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Central Supply Technician Shift Supervisor. The Central Supply Technician Shift Supervisor will function as the Assistive Technology Technician within Increasing Capabilities Access Network (ICAN). Under the general supervision of the ICAN Program Manager, the incumbent is primarily responsible for picking up donated items and organizing them for storage. The incumbent is also responsible for providing/coordinating maintenance, cleaning, and organization of items within the program inventory, training, technology device demonstration, equipment loan and reutilization services to clients with disabilities. This position is located in the Increasing Capabilities Access Network Office, 900 West 7<sup>th</sup> St., Little Rock, Arkansas 72201.

Thoroughly read the attached Central Supply Technician Shift Supervisor functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

### Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Wednesday, August 31, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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## Central Supply Technician Shift Supervisor Functional Job Description

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### Education and Professional Work Experience

The formal education equivalent of a high school diploma; plus two years of experience in central sterile supply or storeroom operations, including one year in a supervisory or leadership capacity. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

### Job Responsibilities and Expected Results

#### Public Awareness

Provide presentations to groups regarding ICAN programs and services.

Staff exhibit booths at approved events providing/distributing information to attendees regarding the various ICAN programs and services.

Develop/obtain articles for ICAN newsletter that highlights recent program activities and provides information regarding various types of assistive technology devices for use at home work, or school. With approval of Program Manager works with agency communications department regarding newsletter publication and dissemination.

Provide information and referral services to ICAN customers completing predetermined reporting requirements

#### Training

Research and develop trainings on assistive technology services and/or devices providing training to targeted audience.

Consistently establishes timelines.

Correctly enter predetermined information into program database.

#### Device Demonstration

Research and become proficient in correct use of assistive technology device.

Learn/become familiar with majority of devices in AT4All center and upon request demonstrates proficiency to Program Manager.

Learn/become proficient with related devices to compare/contrast when assisting individuals with disabilities to determine best fit.

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### Device Loan and Reutilization

Maintain clear understanding and adheres to program policies and procedures for device loan and reutilization programs.

Assist in maintaining current the list of devices available for loan or reutilization on ICAN website.

Maintain current list of items out on loan and follows program policies and procedures when alerting individuals that loan period is up.

Learn where all ICAN items for loan or reutilization are located in warehouse area.

Conduct and coordinate an inventory audit of all program items on a bi-yearly basis.

Before loan occurs to client checks device to be loaned ensuring equipment is clean and in good working order.

Demonstrate to client how to correctly use and store devices having individual initial form confirming understanding.

Notify Program Manager of defective items, items no longer in use, or items needed for loan.

Provide monthly report to Program Manager summarizing each donation pick up and that state of the warehouse.

Check in items loaned and as part of process determines if all devices and parts returned and condition of equipment.

Perform other duties as assigned.

Preferred Qualifications: Assistive Technology Professional Certification (ATP); or the formal education equivalent of a bachelor's degree in Rehabilitation Science; Ability to lift 40lbs; some experience directly related to the assigned program area; or a related field; plus 1 year of experience in customer service or durable medical deliver or repair; Experience in working with people with disabilities.