NON-MEDICAL SUPPLY SUPERVISOR

REPORTS TO: Non-Medical/Logistics Leader
SUPERVISE: Supply Staff
WORKSTATION: Supply Area

QUALIFICATIONS: Knowledge of mass clinic operations, ICS, pharmaceutical storage and handling and inventory tracking and good organizational skills. May involve moderate physical requirements such as movement and carrying supplies.

MISSION: The Non-Medical Supply Supervisor is responsible for ensuring that supplies and equipment necessary for the dispensing operation are available. This may include ensuring that equipment and supplies such as barricades, signage, refreshments, communication equipment, and general supplies are acquired and transported to the site.

Primary Responsibilities:
- Participate in planning meetings
- Ensure an adequate number of forms available for anticipated number of clients
- Coordinate with local copy company in case supplies run low.
- Notify the with Non-Medical Logistics Leader if supplies run low.
- Work with Public Health Operations to assess communications equipment needs for the POD (computer, landlines, cell phones, pagers, fax, email)
- Assess equipment and supply needs (tables, chairs, etc) for operation
- Arrange for pickup and delivery of equipment and supplies to and from point of dispensing site
- Assist and coordinate with the Non-Medical/Logistics Leader (if applicable) on delivery of supplies and equipment
- Collect and submit all documentation to Non-Medical/Logistics Leader.
- Attends briefings with Non-Medical Logistics Leader.
- Provide routine progress and/or status reports to Non-Medical/Logistics Leader.