

Job Description

Office Assistant and Loan closet Specialist

Reports to: Loveland Program Manager

Location: Loveland office

Status: Full Time or Part Time; Non-exempt

Salary: \$14 Hourly

Basic Function:

This position supports Disabled Resource Services and its mission by assisting the community and people with disabilities with answering phones, greeting individuals, general office work, and durable medical equipment (DME).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer phones, direct calls and take messages
- Greet visitors and staff in a friendly and professional manner
- Operate office machines such as computers, printers, scanners, copiers and phone system
- Communicate with consumers, employees, and other individuals to answer questions.
- General office duties such as copying, making files and filing.
- Create and maintain a Loan closet inventory
- Clean/sanitize all equipment when donated or returned.
- Perform preventative maintenance or service, such as cleaning, lubricating, and adjusting equipment;
- Disassemble malfunctioning equipment and remove, repair, or replace defective parts
- Test, evaluate, and classify excess or in-use medical equipment and determine serviceability, condition, and disposition;
- Ensure DME area is clean and organized with all equipment put away (they cannot be in kitchen, block aisles, doorways, or halls) in the DME area;
- Assist DME customers with equipment demonstration and loading equipment rentals as necessary

QUALIFICATIONS

Six months experience in a similar setting with similar duties. Ideal qualifications: experience working with people with disabilities and with general office work and knowledge of Durable Medical Equipment

Skills:

- Problem solving and multitasking skills
- Mechanical abilities

- Detail-oriented with organizational skills
- Team player and the ability to take direction

PREFERRED QUALIFICATIONS

- Personal experience with a disability

Additional

- Must pass a criminal background check.

TO APPLY: Please email cover letter, resume and 3 references to: Denise Meyer, Executive Director at: denise.m@drsnoco.org.

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