

## **Job Description**

### **Office Assistant and Loan closet Specialist**

**Reports to: Loveland Program Manager**

**Location: Loveland office**

**Status: 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](mailto:denise.m@drsnoco.org).

**Disabled Resource Services is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.**