

Position Description

Mobility Center Equipment Coordinator Bridge Disability Ministries Bellevue WA 98005 (Revised 5-12-10)

Goal:

To provide coordination in the Mobility Program, working with staff, volunteers, and the Mobility Manager to fulfill the department's mission of providing clean, safe, well functioning, durable medical equipment to individuals in need on a first-come, first serve basis free of charge. This is accomplished through the procurement, repair and cleaning, and distribution of donated durable medical equipment that is passed on to individuals in need of such equipment.

Commitment:

In providing coordination of activities and coordination, the **Mobility Coordinator** would do so in ways that support and embody the overall core Christian values, mission, vision, and policies of Bridge Disability Ministries.

Reports to:

The **Mobility Coordinator** reports to the Mobility Center Manager, who intern oversees all the operations of the Mobility Equipment Program and report to the Executive Director.

Position Responsibilities/Description:

Procurement of equipment:

- Primary responsibility and coordination for procuring donated durable medical equipment would include responding to offers of donations and coordinating pick up or delivery of donated equipment. Proactive efforts to receive equipment by calling nursing homes, hospitals, etc, to request donations of equipment and to develop other strategies and sources of equipment as time and need dictates.
- Drive the equipment van occasionally for picking up or delivering equipment.

Processing of equipment (repair and cleaning):

- Organize and schedule the cleaning and repair of equipment received with the goal to fulfill the requests made for needed equipment.

- Direct the work of volunteers in cleaning and making repairs to donated equipment and assist as needed.
- Inspect and sign off on all equipment repaired before it is approved for giving out.
- Participate in the cleaning and repair of equipment when necessary.
- Coordinate the inventory of equipment, parts, supplies, and tools to insure the effective processing and distribution of equipment.

Distribution of equipment:

- Assist with checking persons out who are receiving a donation of equipment. When doing so, make a safety check of the equipment to see that it works properly and meets their need. In addition, give instructions on how to use equipment and have them complete the necessary documentation. Collect any moneys due for cost of new batteries installed.

Administrative responsibilities:

- Organize available storage and work space to maximize its usefulness, efficiency, and safety. Maintain a neat and tidy area outside the Mobility office relative to equipment and supplies.
- Keep careful records of the repairs that are made to the medical equipment, and support the volunteers in their efforts to follow established documentation procedures.
- Supervise and work collaboratively with the Mobility Volunteers to insure:
 - The effective and timely distribution of durable medical equipment.
 - Maintenance of current equipment inventory records and equipment request lists.
 - Proper management of documentation and paperwork.

Regularly meet with the Mobility Center Manager, and the Executive Director, to support their efforts in:

- developing and implementing strategic planning for the Equipment Program including risk management issues, developing necessary procedures and policies, and procuring additional storage and work space when such a need becomes necessary.

Personnel management:

- Provide friendly, clear, helpful training and coordination to the mobility center volunteers so each volunteer has a positive experience, utilizes their gifts appropriately, is empowered to use their time in helpful and productive ways, and maintains the quality of their work.
- Respond to any additional needs of persons we serve through the Mobility Program with brochures, information, and/or referral to other Bridge programs or staff that may be of additional assistance to the customer.
- Develop and maintain good communication with Center Manager and the Executive Director, other staff members, and volunteers with the goal of maintaining effective teamwork and collaboration.

Skills and qualifications:

- Commitment to the Christian values and faith system that Bridge Ministries was founded on.
- Supportive of the overall vision, mission, and core values of Bridge Ministries.
- Committed to the goals of the Mobility Program of Bridge Ministries.
- Proven organizational skills for training and supervising volunteer and support staff.
- Able to assess and make basic repair of durable medical equipment.
- Good inventory management skills.
- Washington State Drivers License and good driving record.
- Willingness and ability to pass a Criminal Background check.
- Ability to occasionally lift 35 pounds (primarily to assist clients loading and unloading DMG from their automobiles).
- Ability to follow procedures and develop guidelines that:
 - Insure respectful service to persons receiving equipment and donating equipment,
 - Facilitate the proper and efficient flow of equipment,
 - Promote and maintain quality control,
 - Address risk management issues.