

Job Description

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Approved By: Rory J. Holms

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Position Title: Delivery Technician I

Reports To: Field and Training Supervisors

Supervises:

Primary Responsibilities

- Delivery of prescriptions, medical supplies, surgical implants, and medical equipment not requiring patient instruction in a timely, professional, and courteous manner.

Essential Functions

- Make deliveries of prescriptions, medical supplies, some medical equipment, and surgical implants.
- Load and unload vehicle.
- Complete all paperwork accurately, legibly, timely, and completely, and, obtain all necessary patient/responsible party signatures and information.
- Accountability for all company property such as vehicles, computers, cell phones, keys, fuel cards, uniforms, etc...
- Be responsible for company vehicle's cleanliness, and operation.
- Be responsible for all client and patient property.
- Provide excellent courteous service to our clients' patients.
- Follow all company procedures as they relate to delivery, pick up, and returns.
- Maintain confidentiality of all company, client and patient information.
- Attend all mandatory company and client meetings and inservices.
- Call patients with estimated time of arrival when required.
- Communicate with dispatch regarding availability, non completed deliveries/pick ups, and all incidents and accidents.
- Other duties as assigned.

Skills, Qualifications and Experience

- Ability to read a map.
- Valid drivers license.
- Clean driving record.
- Clean criminal background and drug screen.
- Must be able to follow procedures.

- Must have the ability to review facts, make appropriate decisions, and convey information to management, clients, and patients.
- Excellent customer service skills.
- Knowledge of home care delivery protocol preferred but not required.
- Must have professional appearance and positive attitude.

Education

- High school diploma

Physical Requirements

- Position requires the ability to walk, sit, stand, reach, bend, speak, listen, write, drive a company vehicle, and lift up to 50 pounds on a regular basis.

Travel, Work Hours

- Primarily within the state of Wisconsin with occasional trips to other Midwest locations.
- Work hours are established at time of hire and may encompass any day of the week and any hours of the day

Compensation and Benefits

- Part time (limited benefits) hourly, Commission (limited benefits) percentage, and Full time (benefits) hourly.